

Lockleys Sporting Facility Schedule of facilities and hire fees 2023/24 (Schedule B)

Civic Centre
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Category of fees

- A: City of West Torrens' community based groups or provision of services for the community when no fees or charges are involved.**
- B: Community groups or provision of services for the community with or without fees or charges.**
- C: Corporate, government or private hire.**
- D: City of West Torrens community based groups and not-for-profit organisations conducting charity-style activities or individuals hosting family-style activities.**
- Note: Individuals include residents and ratepayers.**
- Note: All hires from 5pm Friday until 8am Monday are considered private hire, excluding Category D.**

Room 1 - Suitable for meetings/seminars

Details

- 5.5m x 6m (33m²)
- Carpet tile flooring
- 16 chairs
- Two rectangular tables (can seat eight per table)
- Capacity:
 - 10 lecture style
 - 16 around tables
 - 20 theatre style, requires additional chairs

Weekday hourly fee

- A: No charge
B: \$10
C: \$15
D: \$7.50

Weekend hourly fee

- C: \$15

Room 2 - Suitable for meetings/seminars

- 5.5m x 6m (33m²)
- Carpet tile flooring
- 16 chairs
- Two rectangular tables (can seat eight per table)
- Capacity:
 - 10 lecture style
 - 16 around tables
 - 20 theatre style, requires additional chairs

*Note: Room 1 and 2 can be opened up to accommodate approximately 35 people seated at tables.

Weekday hourly fee

- A: No charge
B: \$10
C: \$15
D: \$7.50

Weekend hourly fee

- C: \$15

Bond fees

\$1,000 (security fees may apply).

Please see schedule D for high risk bookings.

Additional fees

- Additional cleaning (if required at Council's discretion) - Cost recovery
- Set-up Service Fee - set up/pack down of Centre supplied tables and chairs to Centre set supplied floor plan - \$250. Not applicable for user category D.
- Security call out (fault of hirer) - \$90 per call out
- Emergency assistance required (not Centre fault) - \$180
- Security access card replacement \$90

- Cancellations: one off and irregular bookings - all categories will be charged a \$75 administration fee for cancellations - csu@wtcc.sa.gov.au

Cancellations: regular hirers (at least one (1) x booking per month) - will not incur an administration fee provided notification of cancellation is provided at least 30 days prior to csu@wtcc.sa.gov.au

Notes

- All hires from 5pm Friday until 8am Monday are considered private hire.
- Weekend hire is minimum four (4) hours.
- Requests to waive fees will not be considered.
- Set-up and pack-down of equipment is the responsibility of the hirer and must be completed within your allocated time frames.
- Access to the building outside the times you have booked is not permitted.

Fees for hire will be set by the City of West Torrens and reviewed on an annual basis in line with Council's Fees and Charges Policy.