

**Plympton Community Centre  
Schedule of facilities  
and hire fees 2020/21  
(Schedule B)**

Civic Centre  
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**Plympton Hall - Suitable for functions and recreational events/activities**

- 21m x 12m (250m<sup>2</sup>)
- Capacity:
  - 100 at rectangle tables
  - 120 standing
  - 100 theatre style

Note: Set up and pack down of equipment is the responsibility of the hirer and must be completed within your allocated booked time frames. Access to the building outside of the times you have booked is not permitted.

**Meeting Room - Suitable for meetings/seminars**

**Details**

- 7m x 6m (42m<sup>2</sup>)
- Carpet tile flooring
- 16 chairs
- Four square tables (can seat four per table)
- Capacity:
  - 12 lecture style
  - 16 around tables
- 25 theatre style, requires additional chairs

**Sewing / Billiard Room - Suitable for sewing / crafts and billiard games**

**Details:**

- 8m x 9m (72m<sup>2</sup>)
- Non slip vinyl
- Two billiard tables
- Capacity:
  - 12 at sewing machines
  - 20 people in general

**Kitchen - To prepare and serve meals and drinks to Main Hall only**

- 40 square metres (8m x 5m)
- Floor - non slip vinyl
- Stainless steel work surfaces
- Glasswasher
- 2 x 6 burner gas stove with electric oven
- Microwave
- Single door domestic refrigerator
- Boiling/filtered/chilled water unit

## Categories of fees

- **Category A:** City of West Torrens based groups or provision of services for the community when no fees or charges are involved.
- **Category B:** Community groups or provision of services for the community with or without fees or charges.
- **Category C:** Corporate, government or private hire.
- **Category 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.
- All hires from 5pm Friday until 8am Monday are considered private hire, excluding Category D.
- All hires from 5pm Friday until 8am Monday are considered private hire and the appropriate fee will apply. Requests to waive fees will not be considered.

Room	User category A	User category B	User category C	User category D
Plympton hall south	Free	\$15 per hour	\$25 per hour	\$12.50 per hour
Kitchen	Free	\$10 per hour	\$15 per hour	\$7.50 per hour
Tea area - light refreshment preparation	Free with hall south/sewing room hire	Free with hall south/sewing room hire	Free with hall south/sewing room hire	Free with hall south/sewing room hire
Sewing room	Free	\$5 per hour	\$10 per hour	\$5 per hour
Plympton hall - Event block - lunch <sup>1</sup>	N/A	N/A	\$170	\$85
Plympton hall - Event block - dinner <sup>2</sup>	N/A	N/A	\$210	\$105
Plympton Community Centre whole centre <sup>3</sup>	\$500	\$500	\$500	N/A
Set-up service fee	\$200	\$200	\$200	N/A

<sup>1</sup> Includes Plympton hall and kitchen from 9am - 3pm.

<sup>2</sup> Includes Plympton hall and kitchen from 3.30pm - 11pm.

<sup>3</sup> Includes Plympton hall, sewing room and kitchen from 8am - 1am.

## Additional fees

The Council may cancel any booking that is not confirmed within the terms of the booking agreement and reserves the right to re-let bookings that do not meet the deposit requirements without further notice.

- Emergency assistance - \$180.
- Additional cleaning - Cost recovery.
- Security call out (fault of hirer) - \$90 per call out.
- Security access - card replacement - \$90.
- Bond fee may apply - \$1,000.
- New hire fee: Whole Centre, Whole day (8am-11pm) - \$500 all categories.
- Bond - high risk \$1,000.
- Emergency staff assistance \$150 per call out.
- Security call out \$85.
- Master-type key replacement \$65 per item.
- General-type key replacement \$10 per item.
- Key tag replacement \$5 per item.
- Room re-set weekday 8.30am - 5pm \$40 per hour.
- Room re-set weekday after 5pm \$50 per hour.
- Room re-set weekend \$100 per hour.
- Room re-set fees charged in 15 minute increments.

## Notes

- Plympton Community Centre - private hire and special use are as determined by Manager Community Services only, bond may apply.
- 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.