

Apex Park Community Facility Schedule of facilities and hire fees 2023/24 (Schedule B)

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Category of fees

- **Category A:** City of West Torrens' community 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.

Note: All hires from 5pm Friday until 8am Monday are considered private hire, excluding Category D.

Apex Hall - Suitable for functions and recreational events/activities*

Floor size:

- Apex Hall 1 = 98m², north/south facing
- Apex Hall 2 = 80m², east/west facing
- Both halls combined = 178m²

Features:

- Timber laminate flooring in both halls
- 12 rectangular tables
- 60 armless chairs

Capacity (general guide):

- Apex Hall 1 north/south facing: 30 standing
- Apex Hall 2 east/west facing: 30 standing

Both halls combined:

- 60 on rectangle tables
- 60 theatre style

Costs

| Room | User category A | User category B | User category C | User category D |
|---|-----------------|------------------|------------------|------------------|
| Apex Hall 1 | Free | \$15.00 per hour | \$30.00 per hour | \$15.00 per hour |
| Apex Hall 2 | Free | \$12.00 per hour | \$25.00 per hour | \$12.50 per hour |
| Kitchen | Free | \$10.00 per hour | \$15.00 per hour | \$7.50 per hour |
| Apex Hall - event block - lunch <small>Note 1</small> | N/A | N/A | \$300.00 | \$150.00 |
| Apex Hall - event block - dinner <small>Note 2</small> | N/A | N/A | \$370.00 | \$185.00 |
| Set-up service fee | \$200.00 | \$200.00 | \$200.00 | N/A |

Note 1 Includes Apex Hall 1, 2 and kitchen from 9am - 3pm.

Note 2 Includes Apex Hal 1, 2 and kitchen from 3.30pm - 11pm.

Kitchen/Bar

- Floor - non slip vinyl
- Stainless steel work surfaces
- Glass washer
- Pass-through dishwasher
- Six burner gas stove with 900mm electric oven
- Convection Microwave
- Single door Ice freezer - suitable for storing frozen items (bagged ice, pre-frozen food items)
- 3-door glass fronted refrigerator
- Canteen style serving window to alfresco area

Bond fees

\$1,000 (security fees may apply). **Please see schedule D for high risk bookings.**

Additional fees

- Set up/ pack down of Centre supplied tables and chairs \$200 - bookings essential.
- Additional cleaning (if required at Council's discretion) - Cost recovery.
- Security call out (fault of hirer) \$90 per call out.
- Emergency assistance required (not Centre fault) - \$180.
- Security access card replacement \$90.
- 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.
- 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.

Notes

- All hires from 5pm Friday until 8am Monday are considered private hire.
- Weekend hire is minimum four (4) hours - includes hires of both the hall and the kitchen.
- 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.