

FINDON COMMUNITY CENTRE – SPACES FOR HIRE	
<p>For enquiries and booking information, including hire fees and conditions, please contact the Community Development Officer on 8408 1311 or email dshaw@charlessturt.sa.gov.au</p>	
The Main Function Area	
<p>Suitable for physical activities, meetings, forums workshops and private functions</p> <p>Details:</p> <ul style="list-style-type: none"> • 100 Chairs • Tables Large 87.5cm wide x 172.5cm long • Tables Small 72cm x 72xm square • Amplified CD player piping music through the roof and portable microphone. • Data projector and screen, cell phone & Laptop connections. • Wi-Fi • Kitchen Facilities with fan forced oven, stove top, microwave oven, pie warmer, 2 fridges, commercial dishwasher & zippy boil hot water • Disability access • Access to Community Herb Garden <p>Capacity:</p> <ul style="list-style-type: none"> • 100 people 	
The Glass House Room	
<p>Suitable for meetings, workshops, craft & other activities</p> <p>Details:</p> <ul style="list-style-type: none"> • 20 Chairs • 10 small moveable tables • Wall Mounted Whiteboard • Portable data projector • Wi-Fi • Access to: Kitchen facilities <p>Capacity:</p> <ul style="list-style-type: none"> • 20 people 	
The Garden Room	
<p>Suitable for meetings, workshops, craft, laptop learning & other activities</p> <p>Details:</p> <ul style="list-style-type: none"> • 30 Chairs • 10 Tables • 2 Seater Lounge • Wall Mounted Whiteboard 	

<ul style="list-style-type: none"> • Drop down screen • Wi-Fi • Access to: Data projector, TV / Screen, Kitchen facilities <p>Capacity:</p> <ul style="list-style-type: none"> • 40 people 	
Learning Room	
<p>Suitable for group training, counselling, small private meeting</p> <p>Details:</p> <ul style="list-style-type: none"> • Suite of 5 Computers • Printer • Internet connection • Privacy <p>Capacity:</p> <ul style="list-style-type: none"> • 5-6 people 	

FEES AND CHARGES (all prices are GST inclusive):

For Profit		Not for Profit	
First Hour	Additional Hours	First Hour	Additional Hours
\$30.00	\$18.00	\$13.00	\$9.00

Private Functions:

Weekday Hourly Rate	Weekday Evening Rate	Weekend Hourly Rate	Weekend Half Day Rate	Weekday and Weekend day rate
\$50.00	\$225.00	\$60.00	\$300.00	\$500.00
Bond				Bond Fee
Private functions - Invoiced				\$500.00
Community/Charity/not for profit groups				\$1000.00
Engagements and Weddings				\$1500.00
16 th , 18 th , 21 st Birthdays (sit-down family events)				\$1500.00
16 th , 18 th , 21 st Birthdays (not sit-down family events)				\$2000.00

User Services (where users are charged per session):

Scale of Fees:	Paid to the Centre
\$1.00 - \$7.00 per person per session	\$1.00 per person per session
\$8.00 - \$10.00 per person per session	\$2.00 per person per session
Greater than \$10.00 and more than 10 people	For Profit Hire Rates apply

Administrative Facilities:

Photocopying		Laminating	
Black and white	Colour	A4 size	A3 size
\$0.20 (A4) \$0.40 (A3)	\$1.00 (A4) \$2.00 (A3)	\$2.20	\$4.40

Notes:

- Weekday evening rate is effective from 5pm onwards until midnight
- Weekend half day refers to maximum five (5) hour booking
- Weekend or evening daily rate is for exclusive full day or afternoon and evening booking
- Weekend is deemed from Friday evening 5pm onwards.
- All categories will be charged full fee if cancelled within two weeks of the scheduled and confirmed booking.
- Notification of cancellation should be provided at least 14 days to:
dshaw@charlessturt.sa.gov.au
- Weekend hire is a minimum of three (3) 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 the allocated time frames.
- Access to the building outside the times you have booked is not permitted.
- All spaces must be available for the entire centre to be hired.
- Additional cleaning and/or damage will be deducted from the bond.
- Additional fees will be charged if the building is left unsecure and/or security is breached.