

HENLEY & GRANGE COMMUNITY CENTRE – SPACES FOR HIRE

For enquiries and booking information, including hire fees and conditions please contact the Community Development Officer: 8408 1296 or email aevans@charlessturt.sa.gov.au

Main Hall

Suitable for workshops / small trainings / meetings / gentle small group exercise classes

Details:

- Wi-Fi
- Data Projector and fixed projector screen, cell phone & Laptop connections.
- Sound System
- 10 Rectangle trestle Tables fold down
- 4 room dividers
- Disability Access

Capacity:

- 80 people

Kitchen

Details:

- 8 burner gas stove
- Microwave
- Commercial dishwasher
- Various kitchen catering equipment and utensils
- Dinner & side plates for 80 people
- Coffee cups for 24 people
- Urn 40 cup max
- Pie warmer – 50 item capacity

Cafe

Details:

- 6 small square café tables
- 3 small rectangle café tables
- Cutlery for 80 people
- 30 chairs
- Coin operated coffee machine
- Small bar fridge
- Water cooler

Capacity:

- 30

Pool Room

Details:

- Billiard table
- 2 trestle tables fold down
- 10 chairs

Capacity:

10

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

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: aevans@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.