

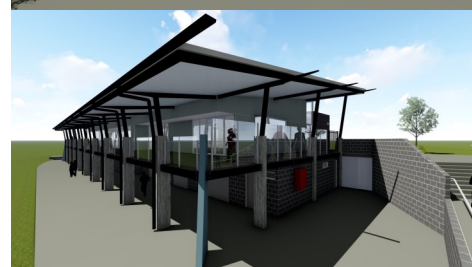
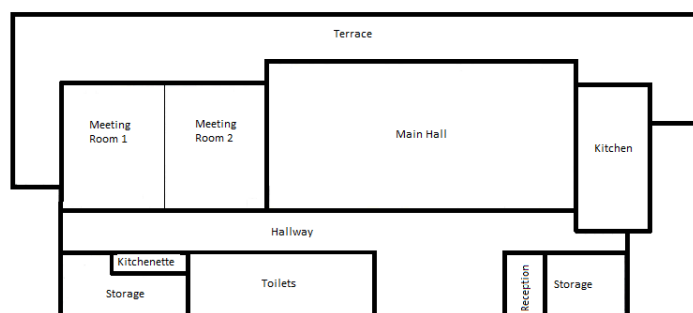
EXPRESSIONS OF INTEREST

FOR HIRE OF COMMUNITY SPACE AT PASTERFIELD COMMUNITY CENTRE

Pasterfield Community Centre is a brand new, modern community facility that has been constructed by Lake Macquarie City Council as part of the broader Pasterfield Sports Complex development. It is located at Horizon Drive, Cameron Park. The centre is fully accessible.

The centre features

- A 200m² community hall with audio visual equipment and commercial kitchen access
- Two 60m² meeting rooms separated by an operable wall (option of combining into one 120m² room) with kitchenette
- Generous parking



AREAS FOR HIRE

- The Community Hall (200 square metres, includes terrace and commercial kitchen access)
- Activity Room 1 (60 square metres, includes terrace and kitchenette access)
- Activity Room 2 (60 square metres, includes terrace and kitchenette access)
- Combined Activity Rooms 1 & 2 (120 square metres, includes terrace and kitchenette access)

BACKGROUND

- Pasterfield Community Centre has been constructed by Lake Macquarie City Council, who own the facility, to meet the needs of Cameron Park residents for community space and The Canopy was awarded management of the centre on behalf of Council following a competitive tender process
- Pasterfield Community Centre occupies the upper level of the building as shown above, with sporting facilities (including change rooms and a canteen) located underneath
- **The Expressions of Interest process applies to hirers who wish to have the first option for hire at the centre. The Canopy will continue to accept booking enquiries after closure of the EOI.**



ABOUT THE CANOPY

The Canopy's vision is Safe and Connected Communities—Inspiring families, children and communities to create positive lasting change. The Canopy is a not for profit, incorporated association which is a registered charity, a Public Benevolent Institution and attracts Deductible Gift Recipient status.

Our Values

- COURAGE** Explore ideas, make difficult decisions and embrace change
- DETERMINATION** Maintain an energetic interest to achieve the intended purpose
- ENTHUSIASM** Approach all that we do in a way that inspires and maintains hope
- COLLABORATION** Respectfully connect with others to create shared solutions
- INSPIRATION** Empower others to be the best version of themselves

Children & Families

Advice, Support and Information for Children and Families • Supported Playgroups • Referral for Children and Families • Enhancing Parenting Skills • Parenting Programs • Skills Development for Staff Working With Children • Regional Partnerships & Collaboration • Home Visits to Families • Improving Services for Children and Families • Development of Programs for Families

Community Development

Development of Community Programs and Projects • Community Festivals and Open Days • Volunteering Opportunities • Food Distribution Program • Community Consultations • Community Newsletter • Regional Partnerships & • Support & Advocacy for Existing Community Groups

Facilities Management

Affordable and Accessible Community Spaces • Community Based Venue Management • Support to Established Community Groups and Associations • Increasing Access to Activities for Local Residents • Centralised Online Bookings System
Cameron Park Community Centre • Elmore Vale Community Centre • Elmore Vale Community Hall • Fletcher Community Centre • Maryland Neighbourhood & Conference Centre • Minmi Progress Hall • Pasterfield Community Centre • Wallsend Pioneers Memorial Hall

FACILITY HIRE FAQ

- The Canopy will be managing Pasterfield Community Centre on behalf of Lake Macquarie City Council and hirers are to contact The Canopy about all issues relating to hire of the space such as booking changes, maintenance requests, invoicing and feedback.
- Booking fees are charged per hour and all bookings are subject to a bond and key deposit.
- Permanent hirers are invoiced on a monthly basis at the start of each month with payment terms of 30 days.
- Booked times must include the time required for set-up, pack-up and clean-up.
- Regular hirers are required to provide a Certificate of Currency indicating Public Liability coverage of at least \$20 million.
- The centre is expected to be available for bookings in mid-spring of 2018. If unexpected delays occur hirers will be notified as soon as practicable.



EXPRESSIONS OF INTEREST PROCESS

- To enquire about becoming a regular hirer at Pasterfield Community Centre please contact Anna at The Canopy before submitting your application form.
- Please ensure that you include information about your organisational profile, the service that you wish to provide, your physical space requirements and how you meet each of the selection criteria
- A committee will assess applications and make recommendations to The Canopy's Bookings team, who will then contact successful applicants to formalise the hiring process.

Applications close at 4pm on Thursday 19th July.

To submit your application please either:

Email annad@thecanopy.org.au — **Mail** PO Box 4185, Edgeworth NSW 2285

In person Cameron Park Community Centre, 107 Northlakes Drive, Cameron Park NSW 2285 (9am-4pm)

For questions please contact Anna by email at annad@thecanopy.org.au or phone 4908 1140.

EVALUATION PROCESS

- Applications will be assessed based on whether they meet community needs, increase diversity of services within Cameron Park and support Safe and Connected Communities.

The Canopy seeks to ensure that Pasterfield Community Centre

- Is available to be equitably used for a diverse mix of activities including grass roots community groups, community organisations, local businesses and private functions
- Does not have the same program of services as at the existing Cameron Park Community Centre
- Houses programs, activities and events that are specifically relevant to the surrounding community

GENERAL INFORMATION

- The Canopy may seek further information or clarification from your organisation including written information or meetings.
- Due to the limited availability of space, and focus on increasing diversity of services within Cameron Park, The Canopy may not be in a position to support all applicants.
- While The Canopy will endeavour to satisfy the requirements of successful applicants negotiation may be required in order to support equitable use by hiring groups.
- Submitting an Expression of Interest does not entitle or oblige the applicant to commit to hiring at Pasterfield Community Centre and the Expression of Interest is non-binding.
- The Canopy may negotiate with any party whether they have submitted an Expression of Interest or not.
- The applicant, their employees or consultants must not approach, or request any other person to approach, a member of The Canopy's staff or a member of the evaluation committee to solicit support for their proposal or otherwise seek to influence the outcome of the Expression of Interest process.