



Facility Hire Pricing & Information

2018-2019

Booking with The Canopy

The Canopy manages eight community facilities throughout Lake Macquarie and Newcastle. These facilities can be booked for one-off or regular hire:

- Cameron Park Community Centre
- Elmore Vale Community Centre
- Elmore Vale Community Hall
- Fletcher Community Centre
- Maryland Neighbourhood Centre
- Minmi Progress Hall
- Pasterfield Community Centre, and
- Wallsend Pioneers Memorial Hall

Booking applications can be made by:

- Visiting The Canopy's website, registering and completing the booking form online
- Visiting one of The Canopy facilities and completing the booking form online, or with the assistance of The Canopy's staff, or
- Phoning to request a paper copy of the booking form. This will be posted to you for completion.

Bookings follow a standard process:

- After a booking enquiry is made you will receive a confirmation email. You will also receive a second email asking for additional information.
- Before the booking progresses you will need to complete the online Hirer Enquiry Information Form. The link is provided in the second email. You will also need to provide a copy of photo ID and signed Terms and Conditions.
- Once we receive this information we will prepare a quote for your booking. The quote will include information on how to pay. Invoices are available on request.
- Full payment is required to be made at least 28 days before the event. Payment can be made by electronic funds transfer, cash or cheque.
- At the start of the week of your booking we will be in touch to book an induction. This will take place at the facility that you have booked. The induction gives you information about how to unlock the building, how to work its features and what to do in case of emergency.
- An after hours contact number is provided for emergencies only.
- Your bond will be refunded after your booking if all keys are returned and the facility is not damaged. Bond refunds are processed on Thursdays.
- Lastly, we will send you a link to our survey so that you can provide feedback. This will ask questions about the bookings process and the facility that you booked so that we can improve.

Bookings are only allowed to go ahead if all of the steps above have been completed.

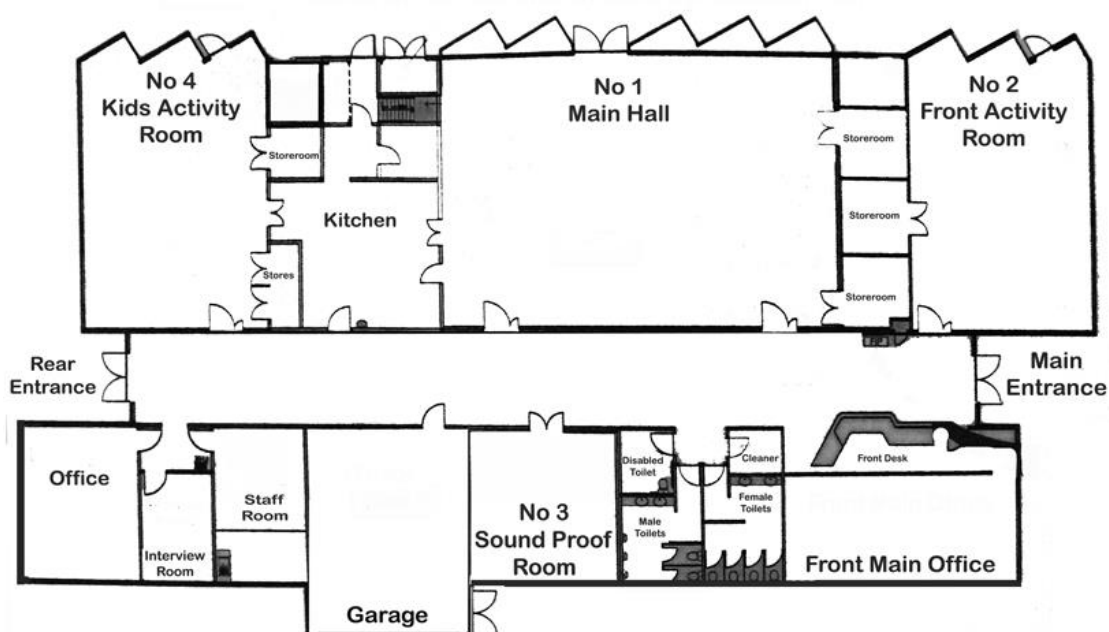
Cameron Park Community Centre Rates



107 Northlakes Drive, Cameron Park, 2285

	Charity/Not for Profit		Commercial/Private	
	Weekday	Weekend	Weekday	Weekend
Room 1 – Main Hall Capacity: 150 seated rows: 120 at tables. Adjoins commercial kitchen, has audio system and data projector available.	\$24/hr	\$35/hr	\$48/hr	\$71/hr
Room 2 – Front Room Capacity: 75 Audio system, smart screen, data projector and built in screen. Opens onto BBQ area and public park	\$18/hr	\$26/hr	\$35/hr	\$52/hr
Room 3 – Soundproof Room Capacity: 25 Fully soundproofed and carpeted, fixed data projector and smart board	\$15/hr	\$22/hr	\$29/hr	\$44/hr
Room 4 – Kids Room Capacity: 75 seated rows; 50 at tables. Features TV with built in DVD player and secure outdoor area.	\$18/hr	\$26/hr	\$35/hr	\$52/hr
Interview Room Capacity: 4 at table; 2 in armchairs	\$9/hr	\$15/hr	\$19/hr	\$28/hr
Commercial Kitchen Commercial gas oven, dishwasher, microwave, urns, glass front fridge.	Half day \$60 (up to 5 hours); Full day \$120 (over 5 hours).			
Cameron Park Reserve	\$20/hr			

Information



Accessibility - Cameron Park Community Centre is fully accessible.

Bonds - All bookings must pay a function bond and a key deposit.

Key deposit	\$120
Low risk security bond	\$400
High risk security bond	\$600
Very high risk security bond	\$800

Cleaning - Hirers are required to set up, pack up and clean up ready for the next booking. Cleaning services may be available on request and must be arranged at the time of booking.

Extra requirements - If hirers require additional room requirements (ie extra tables and chairs) this is available for a one-off \$30 fee.

Bins - Hirers who wish to dispose of their rubbish on-site may request use of a wheelie-bin at \$20 per 240L bin.

Projector - Use of the projector is available at \$10 per hour in those rooms which include a projector.

Elmore Vale Community Centre Rates



129 Croudace Rd, Elmore Vale,

	Charity/Not for Profit	Commercial/Private
<p>Room 1 – Main Hall Capacity: 80 The hall is L shaped, tables and chairs are provided, and there is storage space available for regular hirers. The hall has access to the fully fenced back yard and garden.</p> <p>The kitchen (commercial fridge, oven, microwave, urn) is located in the middle of the hall and is open with a serving bench separating it from the hall.</p>	\$20/hr	\$26/hr
<p>Room 2 – Small Meeting Room Capacity: 15 This is a pleasant space suitable for meetings, small training groups, or small group activities such as dance and special interest groups.</p>	\$10/hr	\$15/hr
Office Space Occupancy Agreement	\$255/week	

Information



Accessibility – Elmore Vale Community Centre is fully accessible.

Bonds - All bookings must pay a function bond and a key deposit.

Key deposit	\$110
Low risk security bond	\$200
High risk security bond	\$400

Cleaning - Hirers are required to set up, pack up and clean up ready for the next booking. Cleaning services may be available on request and must be arranged at the time of booking.

Storage - If hirers require access to a locked cupboard for storage this is available at \$10 per month (subject to availability).

Late Bookings – Unfortunately all bookings which are made with less than two weeks' notice are subject to a \$54 fee.

Elmore Vale Community Hall Rates



122 Cardiff Rd, Elmore Vale,

	Charity/Not for Profit	Commercial/Private
<p>Community Hall Capacity: 70 This is an older style community hall, with a small raised stage area. It contains tables and chairs. The toilet facilities are located at the rear of the hall. The kitchenette contains a fridge, oven and an urn and is included in the fee for use of the community hall.</p>	\$10/hr	\$15/hr

Information



Accessibility – Elmore Vale Community Hall is accessible however accessible parking is not available.

Bonds - All bookings are pay a function bond and a key deposit.

Key deposit \$110

Low risk security bond \$200

High risk security bond \$400

Cleaning - Hirers are required to set up, pack up and clean up ready for the next booking. Cleaning services may be available on request and must be arranged at the time of booking.

Storage - If hirers require access to a locked cupboard for storage this is available at \$10 per month (subject to availability).

Late Bookings – Unfortunately all bookings which are made with less than two weeks' notice are subject to a \$54 fee.

Fletcher Community Centre Rates



55 Kurraka Drive, Fletcher,

	Charity/Not for Profit	Commercial/Private
Room 1 – Main Hall Capacity: 100 Includes hire of main hall, use of tables and seating, crockery, cutlery and use of AV system (including projector and multi-speaker sound system). The kitchen includes a commercial fridge, large oven with 5 burner cooktop, microwave, urn and commercial dishwasher.	\$20/hr	\$31/hr
Room 2 – Large Meeting Room Capacity: 15 Includes a fixed whiteboard, television with audio visual connectivity and kitchenette access.	\$15/hr	\$20/hr
Room 3 – Small Meeting Room Capacity: 6 Includes a board table to seat six, fixed whiteboard and kitchenette access.	\$10/hr	\$15/hr

Maryland Neighbourhood & Conference Centre Rates



207 Maryland Drive, Maryland,

	Charity/Not for Profit	Commercial/Private
Main Hall (functions)	\$20/hr	\$31/hr
Main Hall (meetings, workshops etc)	\$15/hr	\$31/hr
Activities Room (functions)	\$20/hr	\$31/hr
Activities Room (meetings, workshops etc)	\$15/hr	\$31/hr
Social Room	\$15/hr	\$20/hr
Meeting Room	\$15/hr	\$20/hr
Office Space Occupancy Agreement	\$153/wk	

Information



Accessibility – Maryland Neighbourhood and Conference Centres are fully accessible.

Bonds - All bookings must pay a function bond and a key deposit.

Key deposit	\$110
Low risk security bond	\$200
High risk security bond	\$400

Cleaning - Hirers are required to set up, pack up and clean up ready for the next booking. Cleaning services may be available on request and must be arranged at the time of booking.

Storage - If hirers require access to a locked cupboard for storage this is available at \$10 per month (subject to availability).

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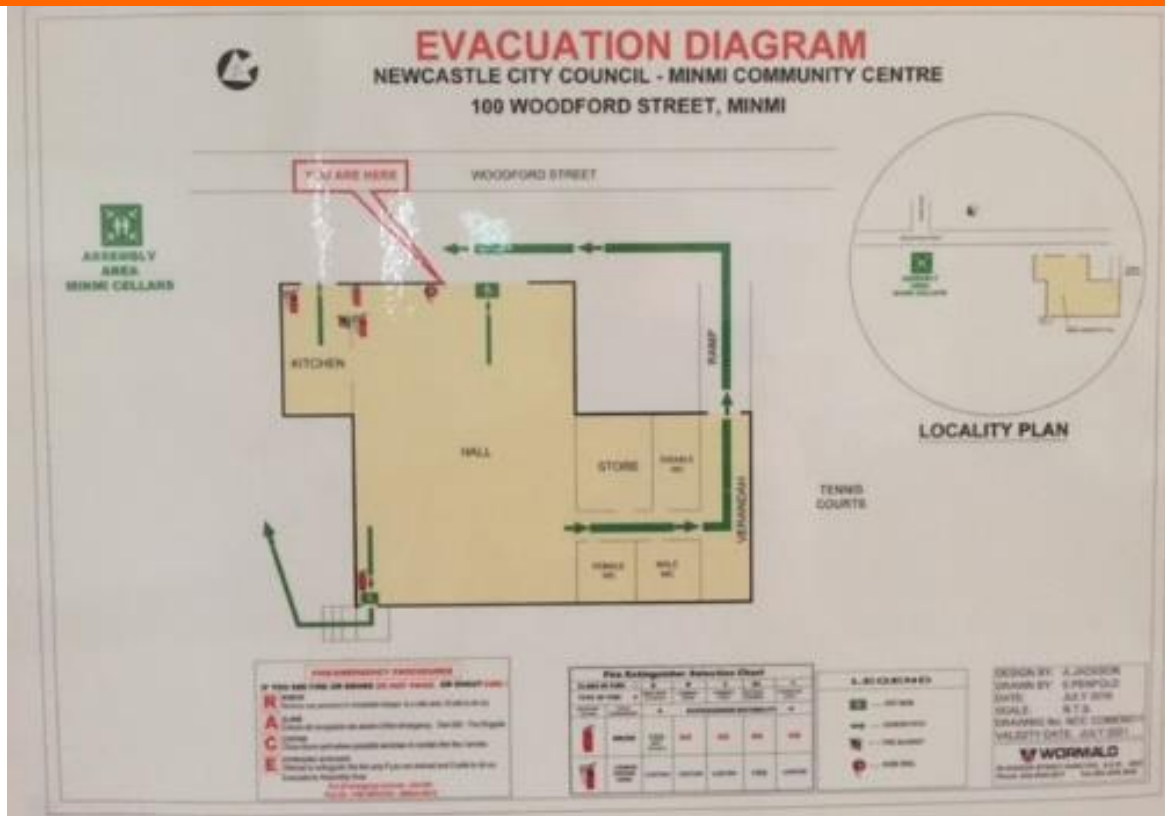
Minmi Progress Hall Rates



96 Woodford St, Minmi,

	Charity/Not for Profit	Commercial/Private
<p>Community Hall Capacity: 70 Minmi Progress Hall is suitable for events of up to 70 guests, and is a great little venue for regular users such as dance classes, fitness classes or social groups. The kitchen contains a fridge, oven, pie oven and microwave, as well as an urn for tea and coffee making – included with hire of the hall.</p>	\$10/hr	\$15/hr

Information



Accessibility – Minmi Progress Hall is accessible however accessible parking is not available.

Bonds - All bookings must pay a function bond and a key deposit.

Key deposit \$110

Low risk security bond \$200

High risk security bond \$400

Cleaning - Hirers are required to set up, pack up and clean up ready for the next booking. Cleaning services may be available on request and must be arranged at the time of booking.

Storage - If hirers require access to a locked cupboard for storage this is available at \$10 per month (subject to availability).

Late Bookings – Unfortunately all bookings which are made with less than two weeks' notice are subject to a \$54 fee.

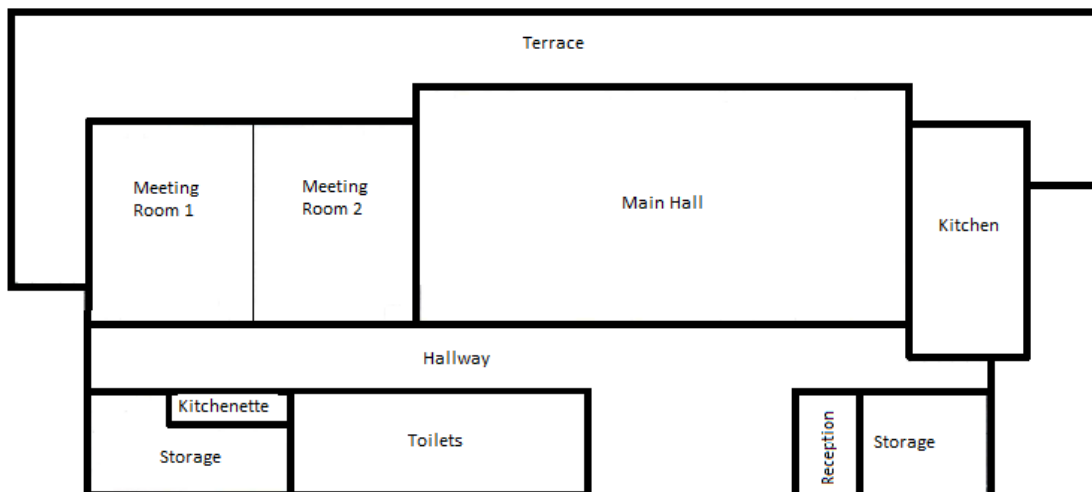
Pasterfield Community Centre Rates



Horizon Avenue, Cameron Park, 2285

	Charity/Not for Profit		Commercial/Private	
	Weekday	Weekend	Weekday	Weekend
Main Hall Capacity: 150 seated rows: 120 at tables. Adjoins commercial kitchen, has audio system, data projector and screen available. Opens onto the terrace.	\$30/hr	\$40/hr	\$50/hr	\$75/hr
Meeting Room 1 Capacity: 50 seated in rows: 30 at tables. Carpeted, adjoins kitchenette and opens onto the terrace. A data projector is available for hire for an additional fee.	\$15/hr	\$25/hr	\$30/hr	\$45/hr
Meeting Room 2 Capacity: 50 seated in rows: 30 at tables. Carpeted, adjoins kitchenette and opens onto the terrace.	\$15/hr	\$25/hr	\$30/hr	\$45/hr
Combined Meeting Rooms Capacity: 100 seated in rows, 60 at tables. Carpeted, adjoins kitchenette and opens onto the terrace. A data projector is available for hire for an additional fee.	\$25/hr	\$35/hr	\$40/hr	\$60/hr

Information



Accessibility - Pasterfield Community Centre is fully accessible.

Bonds - All bookings must pay a function bond and a key deposit.

Bonds - All bookings must pay a function bond and a key deposit.

Key deposit \$120

Low risk security bond \$400

High risk security bond \$600

Very high risk security bond \$800

Cleaning - Hirers are required to set up, pack up and clean up ready for the next booking. Cleaning services may be available on request and must be arranged at the time of booking.

Extra requirements - If hirers require additional room requirements (ie extra tables and chairs) this is available for a one-off \$30 fee.

Bins - Hirers who wish to dispose of their rubbish on-site may request use of a wheelie-bin at \$20 per 240L bin.

Projector - Use of the projector is available at \$10 per hour in those rooms which include a projector.

Storage - If hirers require access to a locked cupboard for storage this is available at \$10 per month (subject to availability).

Wallsend Pioneers Memorial Hall Rates



54 Cowper St, Wallsend,

	Charity/Not for Profit	Commercial/Private
<p>Community Hall Capacity: 200 Hall is air conditioned and has polished floors, a raised stage with backstage area including wings, crossover and change rooms. The semi-commercial kitchen includes a large oven, 5 burner stove, stainless steel benchtops, microwave, large fridge, urn – included with hire of the hall.</p>	\$26/hr	\$36/hr

Wallsend Pioneers Memorial Hall Hall Information



Accessibility – Wallsend Pioneers Memorial Hall is accessible via a rear entry ramp however accessible parking is not available.

Bonds - All bookings must pay a function bond and a key deposit.

Key deposit	\$110
Low risk security bond	\$200
High risk security bond	\$400

Cleaning - Hirers are required to set up, pack up and clean up ready for the next booking. Cleaning services may be available on request and must be arranged at the time of booking.

Storage - If hirers require access to a locked cupboard for storage this is available at \$10 per month (subject to availability).

Late Bookings – Unfortunately all bookings which are made with less than two weeks’ notice are subject to a \$54 fee.



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