



# Facility Hire Pricing & Information

**2023-2024**



## 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 afterhours 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 the steps above have been completed.

Please note – if in any situation the rates published in this document for centres based in the City of Newcastle deviate from CNs published Fees + Charges, the rate chargeable will be as published in the CN Fees + Charges.

## Cameron Park Community Centre Rates



**107 Northlakes Drive, Cameron Park, 2285**

|                                                                                                                                                   | Charity/Not for Profit                                        |         | Commercial/Private |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------|--------------------|---------|
|                                                                                                                                                   | Weekday                                                       | Weekend | Weekday            | Weekend |
| <b>Room 1 – Main Hall</b><br>Capacity: 150 seated rows: 120 at tables. Adjoins commercial kitchen, has audio system and data projector available. | \$27/hr                                                       | \$38/hr | \$54/hr            | \$77/hr |
| <b>Room 2 – Front Room</b><br>Capacity: 75<br>Audio system, smart screen, data projector and built in screen. Opens onto BBQ area and public park | \$21/hr                                                       | \$29/hr | \$41/hr            | \$58/hr |
| <b>Room 3 – Soundproof Room</b><br>Capacity: 25<br>Fully soundproofed and carpeted, fixed data projector and smart board                          | \$18/hr                                                       | \$25/hr | \$35/hr            | \$50/hr |
| <b>Room 4 – Kids Room</b><br>Capacity: 75 seated rows; 50 at tables. Features TV with built in DVD player and secure outdoor area.                | \$21/hr                                                       | \$29/hr | \$41/hr            | \$58/hr |
| <b>Interview Room</b><br>Capacity: 4 at table; 2 in armchairs                                                                                     | \$12/hr                                                       | \$18/hr | \$25/hr            | \$34/hr |
| <b>Commercial Kitchen</b><br>Commercial gas oven, dishwasher, microwave, urns, glass front fridge.                                                | Half day \$60 (up to 5 hours); Full day \$120 (over 5 hours). |         |                    |         |

*Weekend hire rates are charged for bookings from 5pm Friday nights*

## 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      | \$700    |
| Very high risk security bond | \$1,000  |
| Cleaning fee                 | \$104.60 |

**Cleaning** - Hirers are required to set up, pack up and clean up ready for the next booking.  
*Charge of the post function cleaning fee is mandatory for some booking types.*

**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. *Charge of the bin hire fee is mandatory for some booking types.*

**Projector** - Use of the projector is available at \$11 per hour in those rooms which include a projector.

**Microphone**- A microphone is available for use at \$20 for the day.

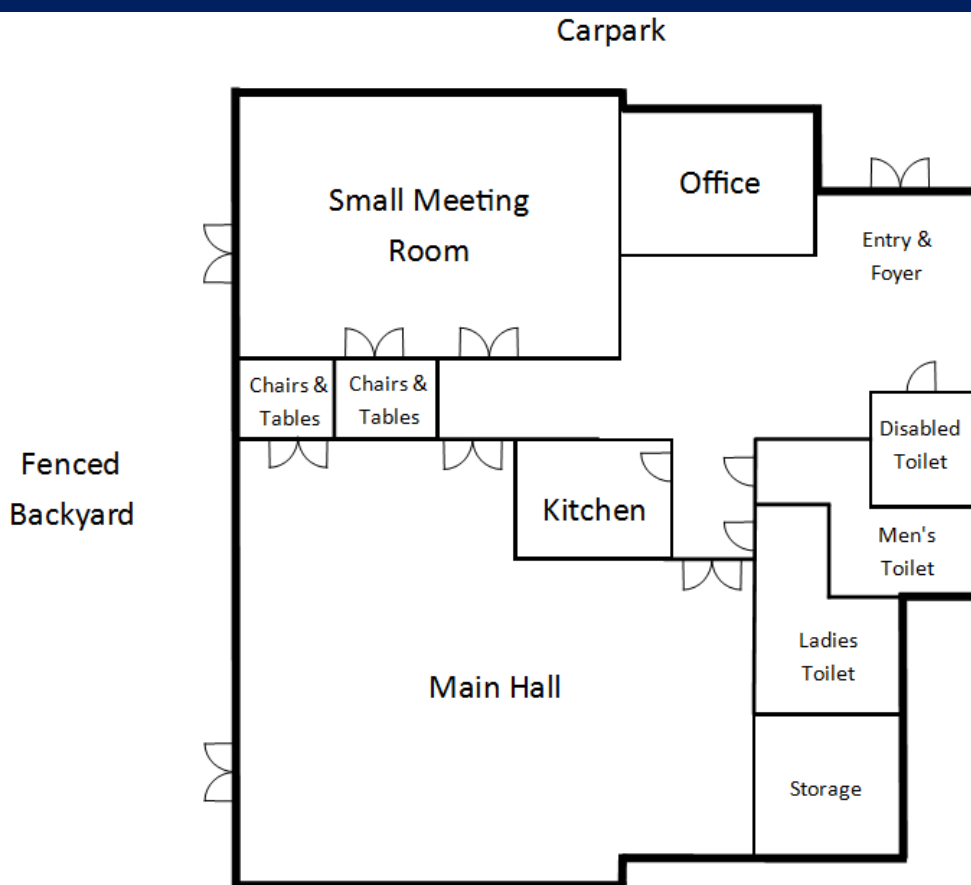
## Elmore Vale Community Centre Rates



**129 Croudace Rd, Elmore Vale, 2287**

|                                                                                                                                                                                                                                                                                                                                                                                   | Charity/Not for Profit | Commercial/Private |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
| <b>Room 1 – Main Hall</b><br>Capacity: 80<br>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 backyard and garden. 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. | \$17.30/hr             | \$33.90/hr         |
| <b>Room 2 – Meeting Room</b><br>Capacity: 15<br>This is a pleasant space suitable for meetings, training groups, or group activities such as dance and special interest groups.                                                                                                                                                                                                   | \$11.50/hr             | \$17.40/hr         |
| <b>Office Space</b><br>Capped at 8 hours                                                                                                                                                                                                                                                                                                                                          | \$3.10 per hour        | \$8.40 per hour    |

## 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                 | \$300    |
| High risk security bond                | \$600    |
| Low risk security bond (regular hirer) | \$200    |
| Cleaning fee                           | \$104.60 |
| Late Booking Fee (< 10 days' notice)   | \$63.60  |

**Cleaning** - Hirers are required to set up, pack up and clean up ready for the next booking.  
*Charge of the post function cleaning fee is **mandatory** for some booking types.*

**Storage** - If hirers require access to a locked cupboard for storage this is available at \$11.60 per month (subject to availability).

## Elmore Vale Community Hall Rates

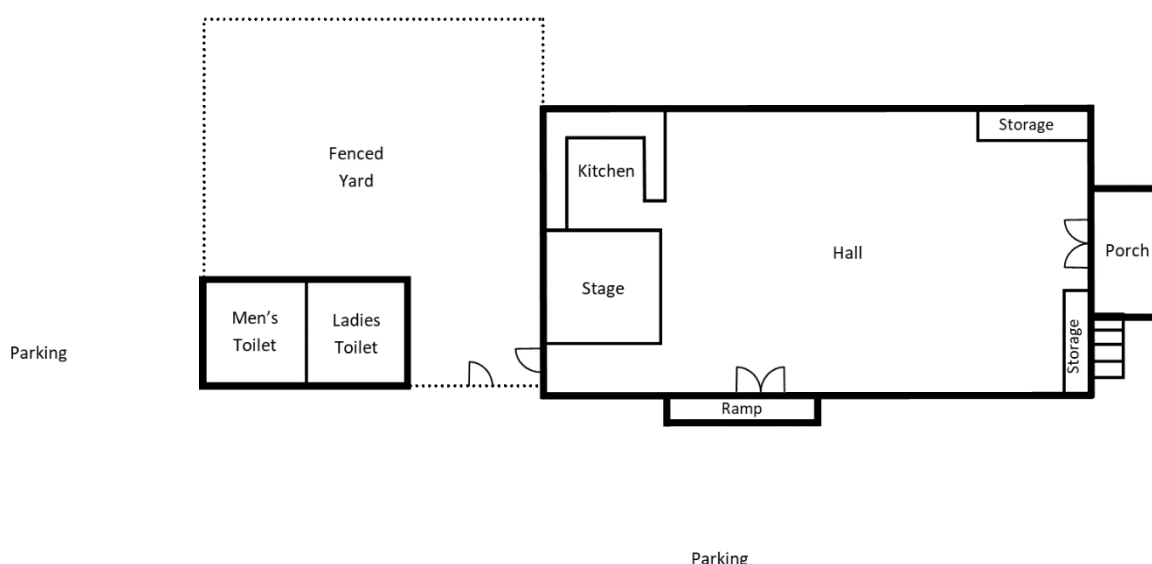


122 Cardiff Rd, Elmore Vale, 2287

|                                                                                                                                                                                                                                                                                                                           | Charity/Not for Profit | Commercial/Private |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
| <b>Community Hall</b><br>Capacity: 55<br>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.<br>The kitchenette contains a fridge, oven and an urn and is included in the fee for use of the community hall. | \$11.50/hr             | \$17.40/hr         |



## Information



**Accessibility** – Elmore Vale Community 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                 | \$300    |
| High risk security bond                | \$600    |
| Low risk security bond (regular hirer) | \$200    |
| Cleaning fee                           | \$105.60 |
| Late Booking Fee (< 10 days' notice)   | \$63.60  |

**Cleaning** - Hirers are required to set up, pack up and clean up ready for the next booking.  
*Charge of the post function cleaning fee is mandatory for some booking types.*

**Storage** - If hirers require access to a locked cupboard for storage this is available at \$11.60 per month (subject to availability).

## Fletcher Community Centre Rates



55 Kurraka Drive, Fletcher, 2287

|                                                                                                                                                                                                                                                                                                                         | Charity/Not for Profit | Commercial/Private |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
| <b>Room 1 – Main Hall</b><br>Capacity: 100<br>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. | \$20.70/hr             | \$41.00/hr         |
| <b>Room 2 – Large Meeting Room</b><br>Capacity: 15<br>Includes a fixed whiteboard, television with audio visual connectivity and kitchenette access.                                                                                                                                                                    | \$11.50/hr             | \$17.40/hr         |
| <b>Room 3 – Small Meeting Room</b><br>Capacity: 6<br>Includes a board table to seat six, fixed whiteboard and kitchenette access.                                                                                                                                                                                       | \$9.20/hr              | \$15.10/hr         |

## Information



**Accessibility** – Fletcher Community Centre is fully accessible.

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

|                                        |          |
|----------------------------------------|----------|
| Key deposit                            | \$110    |
| Low risk security bond                 | \$300    |
| High risk security bond                | \$600    |
| Low risk security bond (regular hirer) | \$200    |
| Cleaning fee                           | \$104.60 |
| Late Booking Fee (< 10 days' notice)   | \$63.60  |

**Cleaning** - Hirers are required to set up, pack up and clean up ready for the next booking.  
*Charge of the post function cleaning fee is **mandatory** for some booking types.*

**Storage** - If hirers require access to a locked cupboard for storage this is available at \$11.60 per month (subject to availability).

## Maryland Neighbourhood & Conference Centre Rates



207 Maryland Drive, Maryland, 2287

|                                                   | Charity/Not for Profit | Commercial/Private |
|---------------------------------------------------|------------------------|--------------------|
| <b>Main Hall/ Activities Room</b><br>Capacity: 75 | \$17.30/hr             | \$33.90/hr         |
| <b>Social Room</b><br>Capacity: 20                | \$11.50/hr             | \$17.40/hr         |
| <b>Meeting Room</b><br>Capacity: 6                | \$9.20/hr              | \$15.10/hr         |
| <b>Office Space</b><br>Capped at 8 hours          | \$3.10 per hour        | \$8.40 per hour    |

## 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                 | \$300    |
| High risk security bond                | \$600    |
| Low risk security bond (regular hirer) | \$200    |
| Cleaning fee                           | \$104.60 |
| Late Booking Fee (< 10 days' notice)   | \$63.60  |

**Cleaning** - Hirers are required to set up, pack up and clean up ready for the next booking.  
*Charge of the post function cleaning fee is mandatory for some booking types.*

**Storage** - If hirers require access to a locked cupboard for storage this is available at \$11.60 per month (subject to availability).

## Minmi Progress Hall

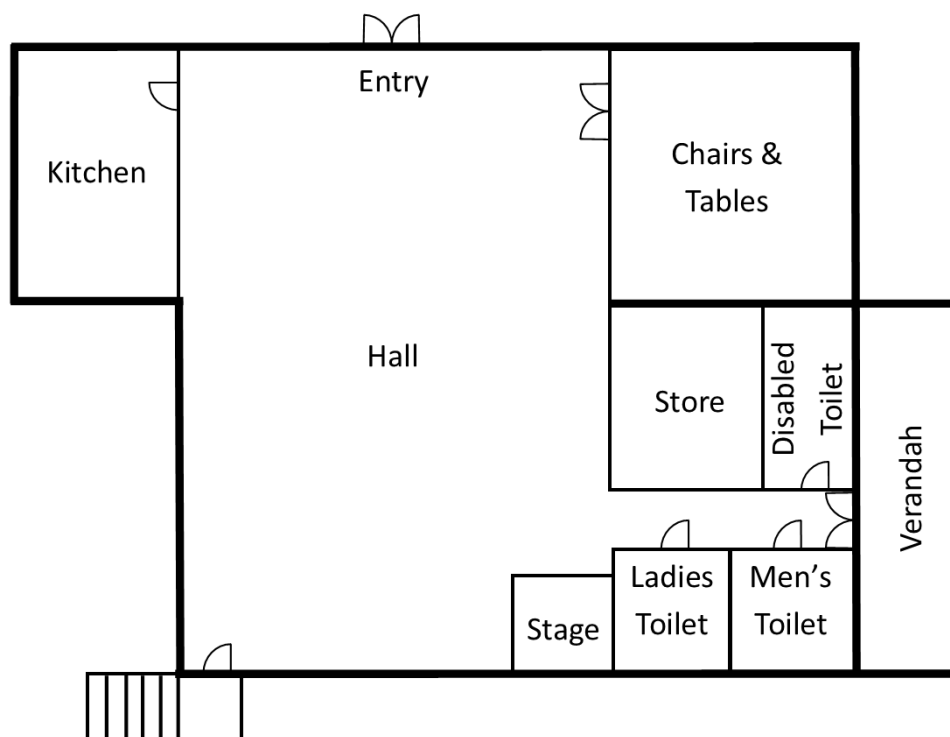
### Rates



96 Woodford St, Minmi, 2287

|                                                                                                                                                                                                                                                                                                                                                             | Charity/Not for Profit | Commercial/Private |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
| <b>Community Hall</b><br>Capacity: 70<br>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.<br>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. | \$11.50/hr             | \$17.40/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                 | \$300    |
| High risk security bond                | \$600    |
| Low risk security bond (regular hirer) | \$200    |
| Cleaning fee                           | \$104.60 |
| Late Booking Fee (< 10 days' notice)   | \$63.60  |

**Cleaning** - Hirers are required to set up, pack up and clean up ready for the next booking.  
*Charge of the post function cleaning fee is mandatory for some booking types.*

**Storage** - If hirers require access to a locked cupboard for storage this is available at \$11.60 per month (subject to availability).



## Pasterfield Community Centre Rates



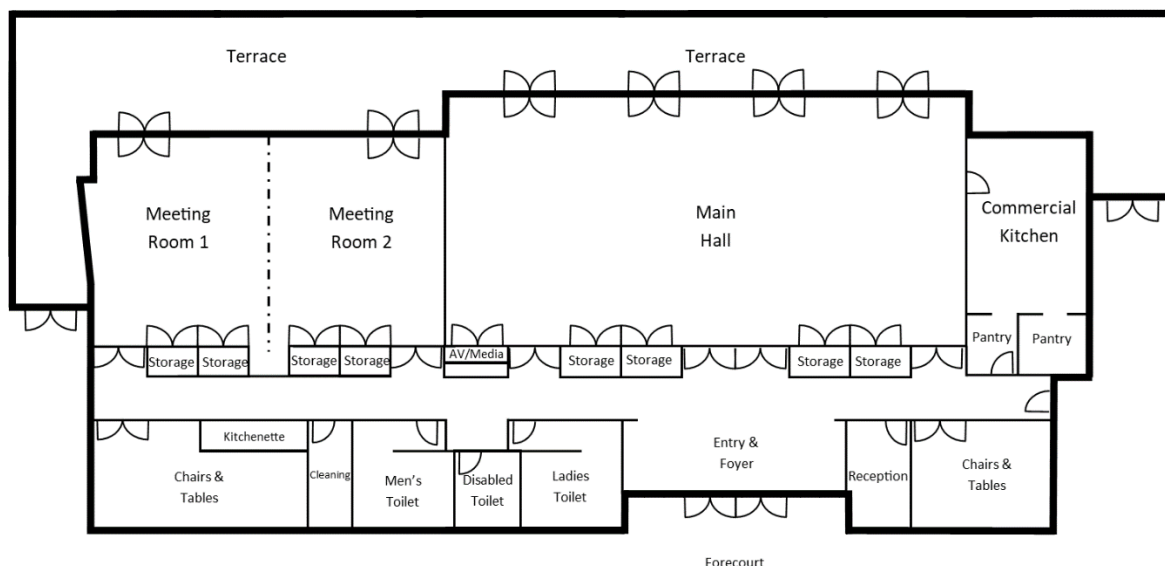
Horizon Avenue, Cameron Park, 2285

|                                                                                                                                                                                                         | Charity/Not for Profit |         | Commercial/Private |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------|--------------------|---------|
|                                                                                                                                                                                                         | Weekday                | Weekend | Weekday            | Weekend |
| <b>Main Hall</b><br>Capacity: 150 seated rows: 120 at tables.<br>Adjoins commercial kitchen, has audio system, data projector and screen available. Opens onto the terrace.                             | \$33/hr                | \$43/hr | \$56/hr            | \$81/hr |
| <b>Meeting Room 1</b><br>Capacity: 50 seated in rows: 30 at tables.<br>Carpeted, adjoins kitchenette and opens onto the terrace. A data projector is available for hire for an additional fee.          | \$18/hr                | \$28/hr | \$36/hr            | \$51/hr |
| <b>Meeting Room 2</b><br>Capacity: 50 seated in rows: 30 at tables.<br>Carpeted, adjoins kitchenette and opens onto the terrace.                                                                        | \$18/hr                | \$28/hr | \$36/hr            | \$51/hr |
| <b>Combined Meeting Rooms</b><br>Capacity: 100 seated in rows, 60 at tables. Carpeted, adjoins kitchenette and opens onto the terrace.<br>A data projector is available for hire for an additional fee. | \$28/hr                | \$38/hr | \$46/hr            | \$66/hr |

*Weekend hire rates are charged for bookings from 5pm Friday nights*



## Information



**Accessibility** - Pasterfield 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      | \$700    |
| Very high risk security bond | \$1,000  |
| Cleaning fee                 | \$104.60 |

**Cleaning** - Hirers are required to set up, pack up and clean up ready for the next booking.  
*Charge of the post function cleaning fee is mandatory for some booking types.*

**Projector** - Use of the projector is available at \$11 per hour in those rooms which include a projector.

**Microphone** - A microphone is available for use at \$20 for the day.

**Storage** - If hirers require access to a locked cupboard for storage this is available at \$25 per month (subject to availability).

**Bins** - Hirers who wish to dispose of their rubbish on-site may request use of a wheelie-bin at \$20 per 240L bin. *Charge of the bin hire fee is mandatory for some booking types.*

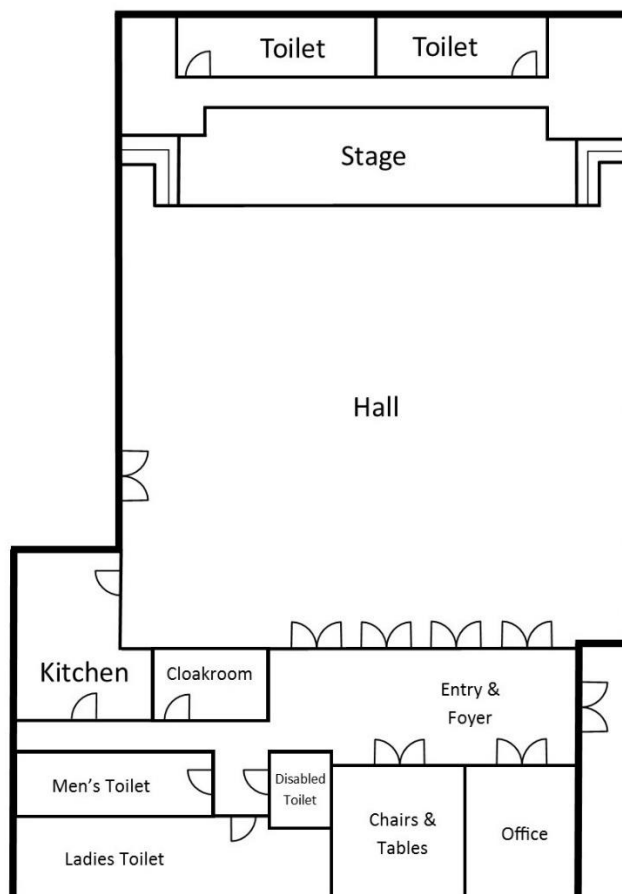
## Wallsend Pioneers Memorial Hall Rates



54 Cowper St, Wallsend, 2287

|                                                                                                                                                                                                                                                                                                                                         | Charity/Not for Profit | Commercial/Private |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
| <b>Community Hall</b><br>Capacity: 200<br>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. | \$20.70/hr             | \$41.00/hr         |
| <b>Office Space</b><br>Capped at 8 hours                                                                                                                                                                                                                                                                                                | \$3.10 per hour        | \$8.40 per hour    |

## Wallsend Pioneers Memorial 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                 | \$300    |
| High risk security bond                | \$600    |
| Low risk security bond (regular hirer) | \$200    |
| Cleaning fee                           | \$104.60 |
| Late Booking Fee (< 10 days' notice)   | \$63.60  |

**Cleaning** - Hirers are required to set up, pack up and clean up ready for the next booking.  
*Charge of the post function cleaning fee is mandatory for some booking types.*

**Storage** - If hirers require access to a locked cupboard for storage this is available at \$11.60 per month (subject to availability).



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