



Facility Hire Pricing & Information

2025-2026

Booking with The Canopy

The Canopy manages eight community facilities throughout Lake Macquarie and Newcastle. These facilities can be booked for casual 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

Casual bookings can be made by:

- Visiting The Canopy's website, registering and completing the booking form online, or
- Visiting Cameron Park Community Centre and completing the booking form online with the assistance of The Canopy's staff

Requests for regular bookings can be made by:

- Sending an enquiry to bookings@thecanopy.org.au

Regular bookings are subject to availability and operational requirements.

Bookings follow a standard process:

- A booking is placed via the online booking calendar Skedda for the time required. Booked times should include any necessary setup/pack down time.
- A confirmation email will be sent out confirming your booking request details.
- A second email will be sent out with a link to the Terms and Conditions requesting you to provide a copy of your photo ID and signed Terms and Conditions to bookings@thecanopy.org.au.

All Incorporated Bodies, Sporting bodies, Clubs and Associations of any kind OR Not For Profit / Commercial activities must provide a copy of their valid Public Liability Insurance (minimum \$20 million). The public liability insurance policy must indemnify The Canopy Incorporated, City of Newcastle and Lake Macquarie City Council (where applicable).

Not For Profit organisations must also provide a copy of their Certificate of Incorporation or registration with the Australian Charities and Not-for-profits Commission to access Not For Profit rates. Unincorporated Not-for-profits are subject to alternative checks.

- A quote/invoice will then be prepared for your booking and sent out including information on how to pay.
- Full payment is required to be made at least 10 days before the event. Payment can be made by electronic funds transfer, cash or cheque.
- Access instructions are sent out the weekday before your booking. This includes information about how to access the building, how to work its features and what to do in case of emergency.
- An afterhours contact number is provided for emergencies only.
- Bonds are refunded after your booking in line with the terms and conditions. Bond refunds can take up to 28 days.
- 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	Weekday	Weekend
Room 1 – Main Hall Capacity: 150 seated rows: 120 at tables. Adjoins commercial kitchen, has audio system and data projector available.	\$30/hr	\$60/hr	\$83/hr
Room 2 – Front Room Capacity: 75 Audio system, smart screen, data projector and built in screen. Opens onto BBQ area and public park	\$24/hr	\$47/hr	\$64/hr
Room 3 – Soundproof Room Capacity: 25 Fully soundproofed and carpeted, fixed data projector and smart board	\$21/hr	\$41/hr	\$56/hr
Room 4 – Kids Room Capacity: 75 seated rows; 50 at tables. Features TV with built in DVD player and secure outdoor area.	\$24/hr	\$47/hr	\$64/hr
Interview Room Capacity: 4 at table; 2 in armchairs	\$15/hr	\$31/hr	\$40/hr
Commercial Kitchen Commercial gas oven, dishwasher, microwave, urns, glass front fridge.	Half day \$72 (up to 5 hours); Full day \$132 (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	\$110
Low risk security bond	\$400
High risk security bond	\$700
Very high risk security bond	\$1,000
Cleaning fee	\$116 meeting room / \$147 hall
Late booking fee (< 7 days' notice)	\$70.50

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 \$25 per 240L bin. *Charge of the bin hire fee is mandatory for some booking types.*

Projector - Use of the projector is available at \$15 per hour in those rooms which include a projector.

Microphone- A microphone is available for use at \$25 for the day.

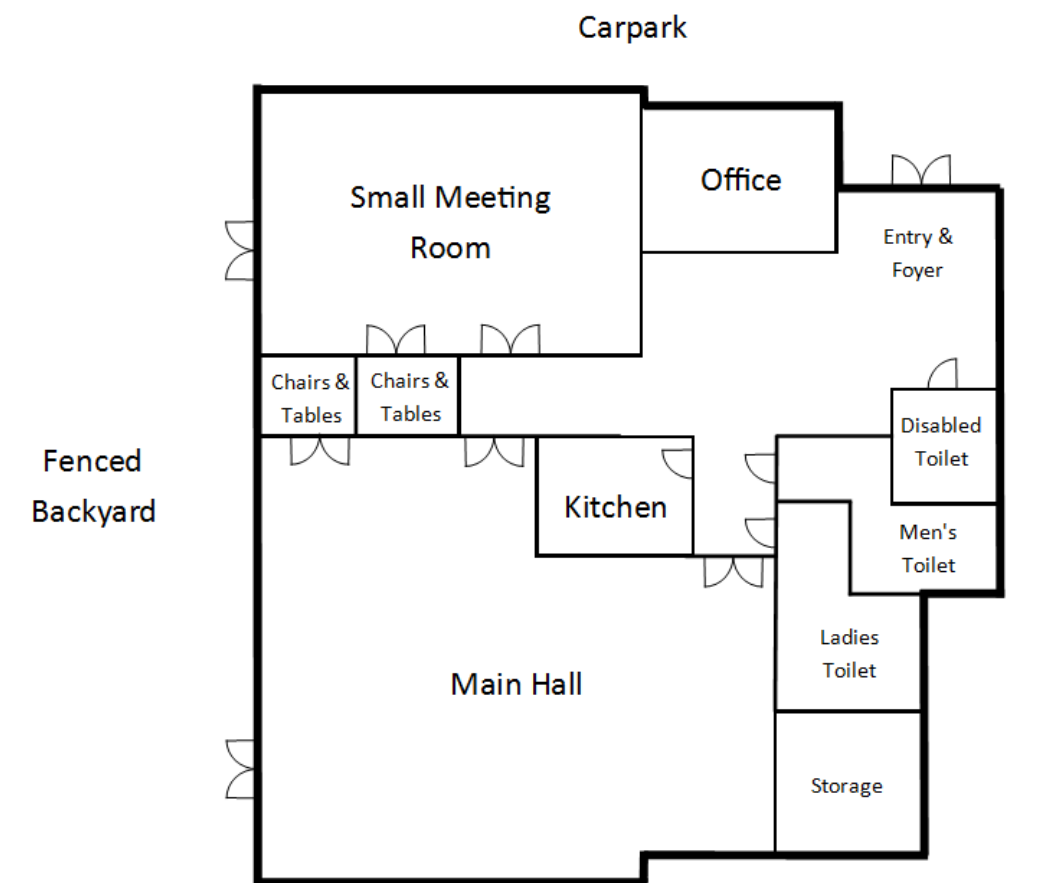
Elmore Vale Community Centre Rates



129 Croudace Rd, Elmore Vale, 2287

	Charity/Not for Profit	Commercial/Private
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. 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.	\$19/hr	\$37/hr
Room 2 – Meeting Room Capacity: 15 This is a pleasant space suitable for meetings, training groups, or group activities such as dance and special interest groups.	\$12.50/hr	\$19.50/hr
Office Space Capped at 8 hours	\$3.50 per hour	\$9.50 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	\$116
Late booking fee (< 7 days' notice)	\$70.50
Booked inspection fee	\$60
Call out fee	\$90

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 \$13.20 per month (subject to availability). Storeroom is available at \$38.40

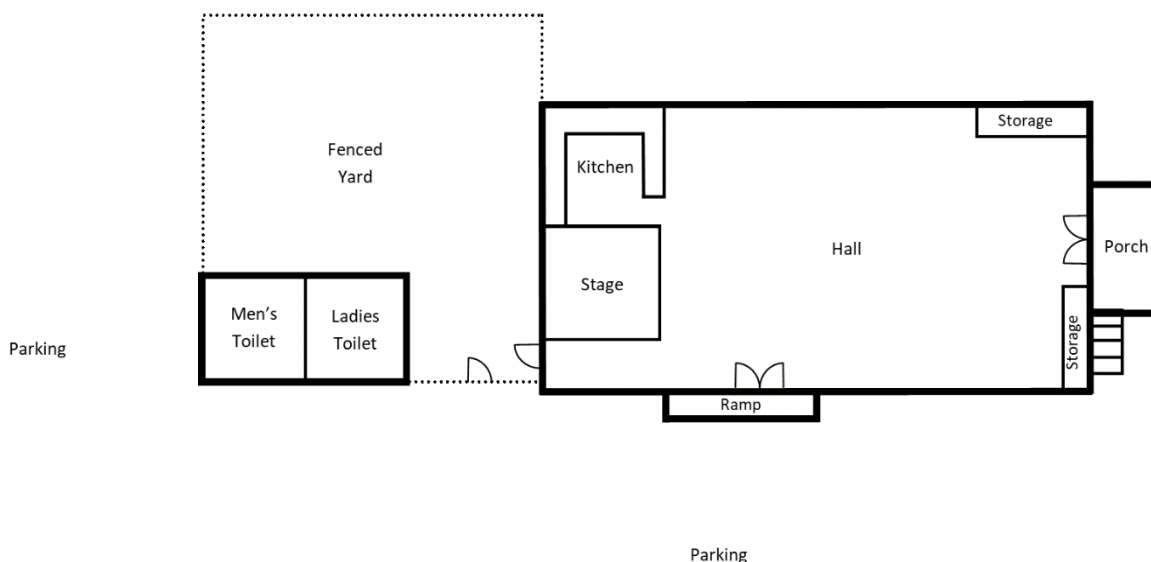
Elmore Vale Community Hall Rates



122 Cardiff Rd, Elmore Vale, 2287

	Charity/Not for Profit	Commercial/Private
Community Hall Capacity: 55 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.	\$12.50/hr	\$20/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	\$116
Late booking fee (< 7 days' notice)	\$70.50
Booked inspection fee	\$60
Call out fee	\$90

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 \$13.20 per month (subject to availability).

Fletcher Community Centre Rates



55 Kurraka Drive, Fletcher, 2287

	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.	\$23/hr	\$44.50/hr
Room 2 – Large Meeting Room Capacity: 15 Includes a fixed whiteboard, television with audio visual connectivity and kitchenette access.	\$12.50/hr	\$19.50/hr
Room 3 – Small Meeting Room Capacity: 6 Includes a board table to seat six, fixed whiteboard and kitchenette access.	\$10/hr	\$17/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	\$147
Late booking fee (< 7 days' notice)	\$70.50
Booked inspection fee	\$60
Call out fee	\$90

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 \$13.20 per month (subject to availability).

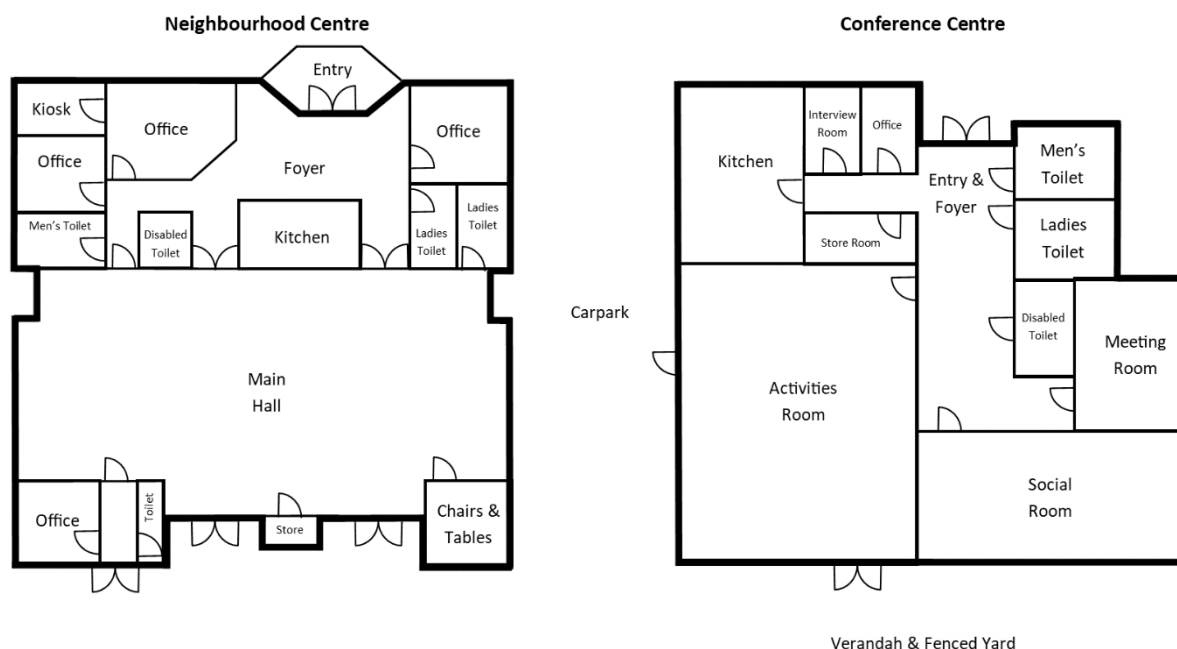
Maryland Neighbourhood & Conference Centre Rates



207 Maryland Drive, Maryland, 2287

	Charity/Not for Profit	Commercial/Private
Main Hall/ Activities Room Capacity: 75	\$19/hr	\$37/hr
Social Room Capacity: 20	\$12.50/hr	\$19.50/hr
Meeting Room Capacity: 6	\$10/hr	\$17/hr
Office Space Capped at 8 hours	\$3.50 per hour	\$9.50 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	\$116
Late booking fee (< 7 days' notice)	\$70.50
Booked inspection fee	\$60
Call out fee	\$90

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 \$13.20 per month (subject to availability).

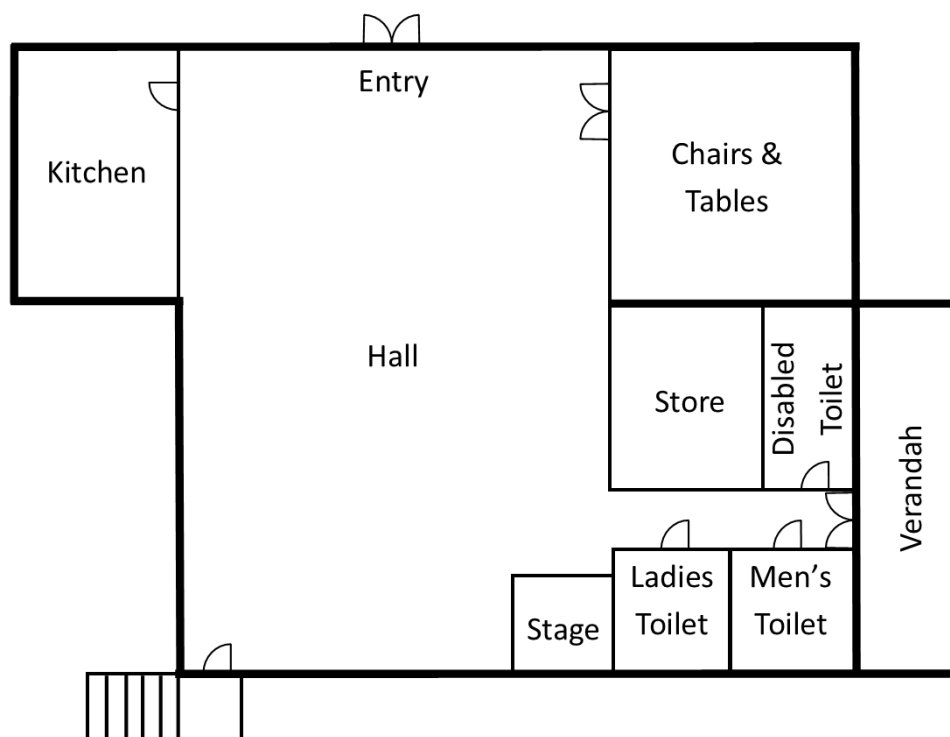
Minmi Progress Hall Rates



96 Woodford St, Minmi, 2287

	Charity/Not for Profit	Commercial/Private
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.	\$12.50/hr	\$20/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	\$116
Late booking fee (< 7 days' notice)	\$70.50
Booked inspection fee	\$60
Call out fee	\$90

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 \$13.20 per month (subject to availability).

Pasterfield Community Centre Rates

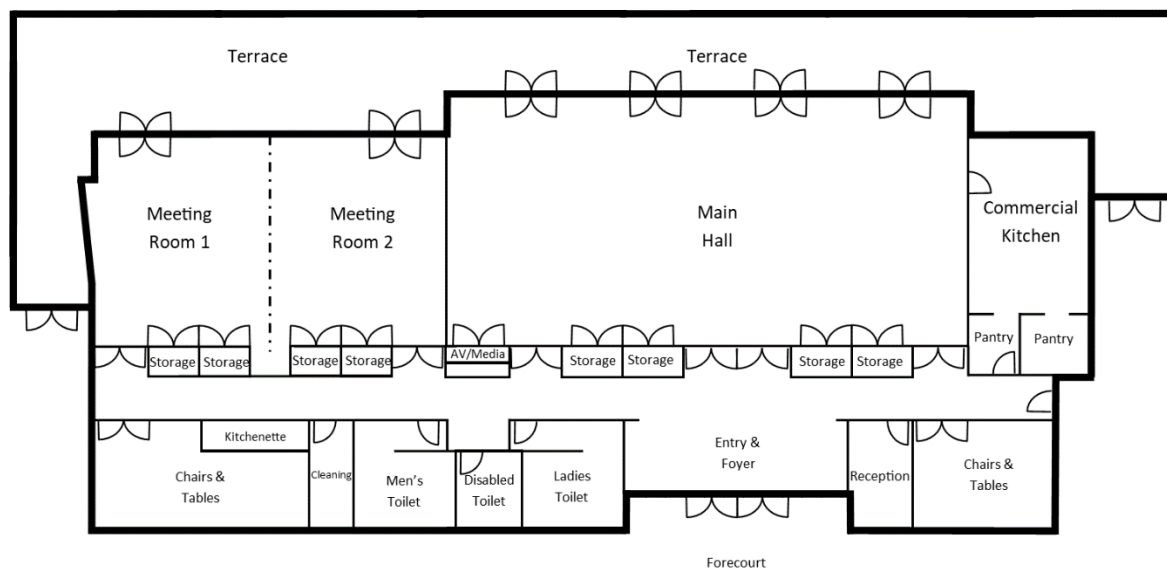


Horizon Avenue, Cameron Park, 2285

	Charity/Not for Profit	Commercial/Private	
	Weekday	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.	\$36/hr	\$62/hr	\$87/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.	\$21/hr	\$42/hr	\$57/hr
Meeting Room 2 Capacity: 50 seated in rows: 30 at tables. Carpeted, adjoins kitchenette and opens onto the terrace.	\$21/hr	\$42/hr	\$57/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.	\$31/hr	\$52/hr	\$72/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	\$110
Low risk security bond	\$400
High risk security bond	\$700
Very high risk security bond	\$1,000
Cleaning fee	\$116 meeting room / \$147 hall
Late booking fee (< 7 days' notice)	\$70.50

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 \$15 per hour in those rooms which include a projector.

Microphone- A microphone is available for use at \$25 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 \$25 per 240L bin. *Charge of the bin hire fee is mandatory for some booking types.*

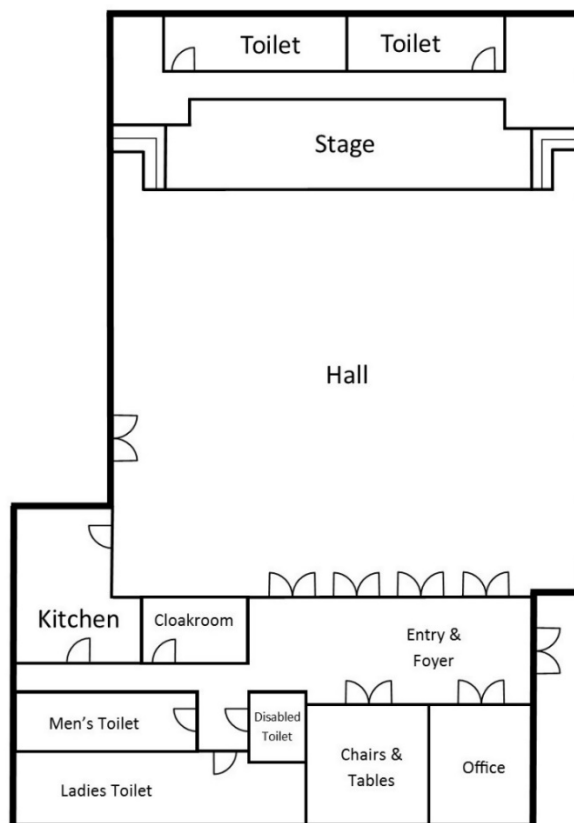
Wallsend Pioneers Memorial Hall Rates



54 Cowper St, Wallsend, 2287

	Charity/Not for Profit	Commercial/Private
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.	\$23/hr	\$44.50/hr
Office Space Capped at 8 hours	\$3.50 per hour	\$9.50 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	\$147
Late booking fee (< 7 days' notice)	\$70.50
Booked inspection fee	\$60
Call out fee	\$90

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 \$13.20 per month (subject to availability).



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