

# Facility Hire Guide

Facility Pricing & Information

2026-2027



# Booking with the Canopy

The Canopy manages nine 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 Conference Centre
- Maryland Neighbourhood Centre
- Minmi Progress Hall
- Pasterfield Community Centre, and
- Wallsend Pioneers Memorial Hall

One-off booking applications 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](mailto:bookings@thecanopy.org.au)

Regular bookings are subject to availability and operational requirements.

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# 1. Canopy Details

1.1 Name: The Canopy Incorporated

ABN: 46054593885

Address: 107 Northlakes Dr, Cameron Park NSW 2285

Contact: [bookings@thecanopy.org.au](mailto:bookings@thecanopy.org.au)  
(02) 4908 1140



# 2. Booking Process

## 2.1 Bookings follow a standard process:

- A booking is placed via the online booking calendar Skedda for the time required.
- Skedda will send a confirmation email confirming your booking request.
- A second email will be sent out providing a link to the Terms and Conditions and requesting you to provide a copy of photo ID and signed Terms and Conditions to [bookings@thecanopy.org.au](mailto: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, Newcastle City Council 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 by the expiry date on the quote/invoice. Payment can be made by electronic funds transfer.
- Access codes 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.
- Before and after pictures need to be taken and sent to [bookings@thecanopy.org.au](mailto:bookings@thecanopy.org.au) following your booking as part of the bond return process.
- 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.

# 3. Facilities

## 3.1 Pasterfield Community Centre

18C Horizon Avenue, Cameron Park NSW 2285

Pasterfield Community Centre is a modern, fully accessible, fully air-conditioned facility with substantial off-street parking. Comprising a large hall and two meeting rooms, all spaces open onto the break-out terrace overlooking the sporting oval with expansive views across Lake Macquarie.

The Hall/Function Room includes hire of the commercial kitchen (crockery / cutlery supplied) and is equipped with an audio system, and ceiling mounted projector.

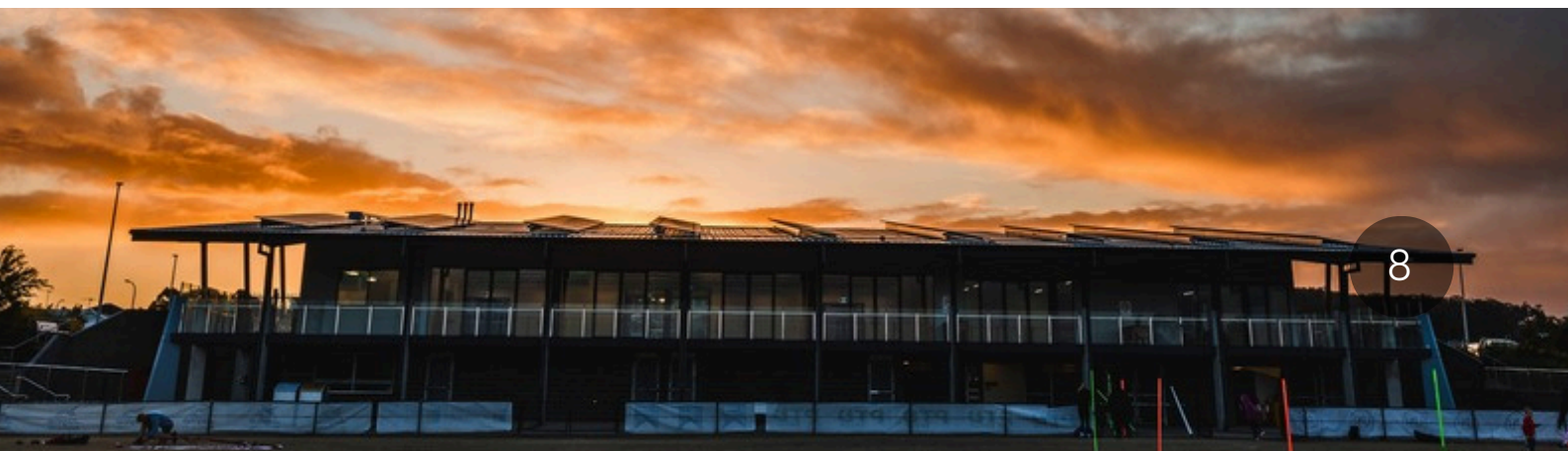
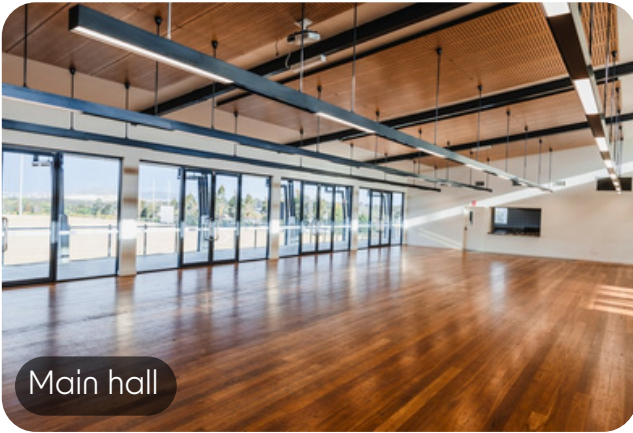
Meeting Rooms 1 & 2 are carpeted rooms that open onto the terrace and include use of the kitchenette.

For larger groups Meetings Room 1 & 2 can combine to create a large meeting space by opening the dividing modular panel wall.

Please note that bookings after 5:00pm on a Friday are classed as weekend hires.

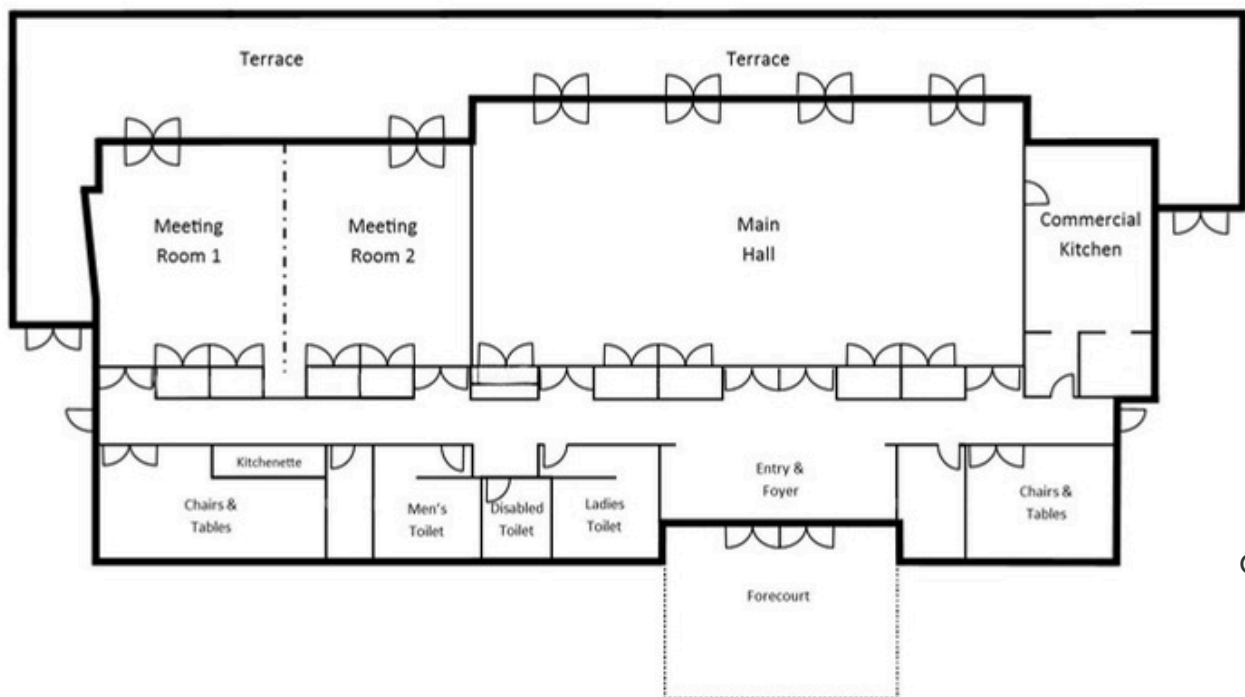


## 3.1.2 Spaces



### 3.1.3 Hireable Spaces Details

Space	Main hall	Meeting room 1	Meeting room 2	Combined meeting rooms
Size	20.7m l 9.8m w 202 sqm	6.9m l 8.3m w 57 sqm	6.9m l 8.3m w 57 sqm	14.6m l 8.3m w 121 sqm
Max Capacity (standing)	150	50	50	100
Chairs	120	50	45	95
Tables	16	4	4	8
A/V	audio system wireless mic projector projector screen	included avail. for hire avail. for hire	avail. for hire avail. for hire	avail. for hire avail. for hire



## 3.2 Cameron Park Community Centre

107 Northlakes Drive, Cameron Park NSW 2285

Cameron Park Community Centre is a modern, fully accessible, fully air-conditioned facility with off street parking, a shaded BBQ area with picnic tables and children's playground (accessible by the general public).



Room 1 opens out onto a secure outdoor breakout area, adjoins the commercial kitchen with servery window and is equipped with a drop-down projector screen, quality audio system, and ceiling mounted data projector.

Room 2 opens onto the outdoor BBQ area and playground area and features a motorised projector screen, quality audio system and ceiling mounted projector.

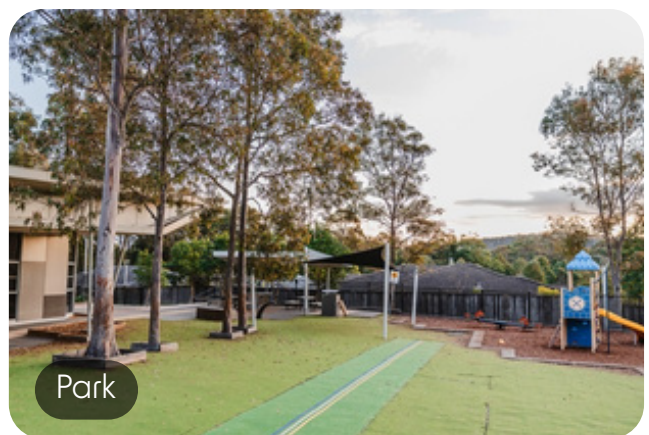
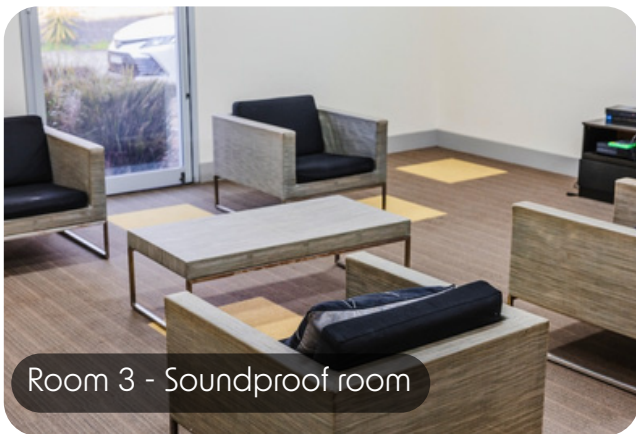
Room 3 is sound proofed, carpeted, and is equipped with a ceiling-mounted data projector.

Room 4 opens out onto a secure outdoor breakout area, has servery access to the commercial kitchen and is equipped with a wall mounted TV with built in DVD player.

The Commercial Kitchen features a 6-burner gas stove, commercial dishwasher, commercial microwave, commercial fridge and freezer and has cutlery and crockery available. The kitchen is available for hire in conjunction with another room. Limited access to the kitchen (ie; fridges, water) available at no charge.

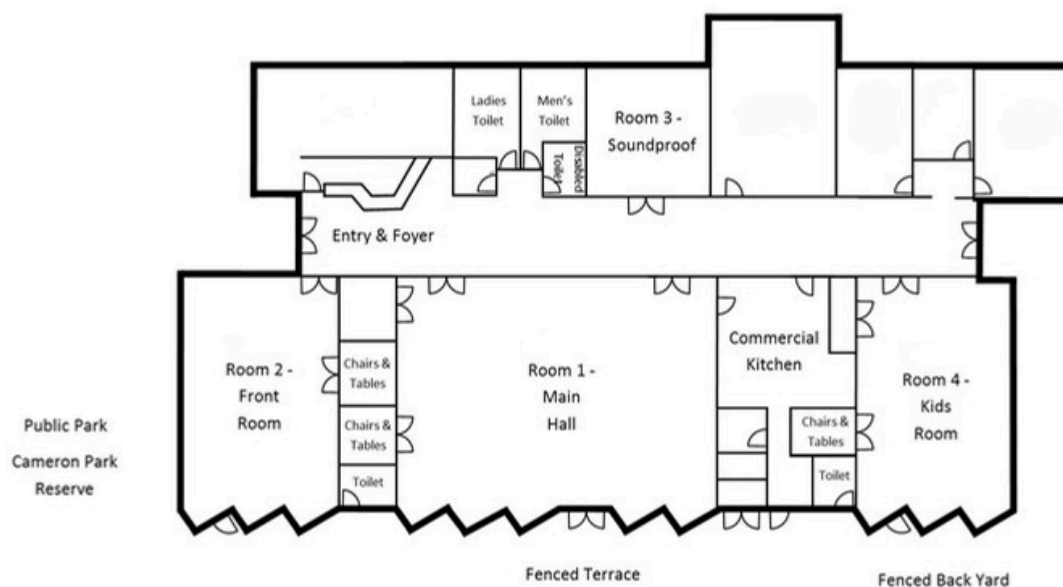
Please note that bookings after 5:00pm on a Friday are classed as weekend hires.

## 3.2.2 Spaces



### 3.2.3 Hireable Spaces Details

Space	Room 1 Main hall	Room 2 Front room	Room 3 Soundproof room	Room 4 Back room
Size	16.5m l 11.5m w 190sqm	11.9m l 7.9m w 92.5 sqm	6.1m l 6.3m w 38 sqm	11.7m l 7.9m w 92.5 sqm
Max Capacity (standing)	150	75	25	75
Chairs	110	40	12 chairs 12 ottomans	40 adults 15 kids
Tables	10	7	*at request	4 adults 6 kids
A/V	audio system wireless mic projector projector screen	included avail. for hire avail. for hire mounted	included avail. for hire avail. for hire mounted	avail. for hire mounted



### 3.3 Fletcher Community Centre

55 Kurraaka Drive, Fletcher NSW 2287

Fletcher Community Centre is a popular, modern, air-conditioned facility comprising a large hall and carpeted meeting rooms that are fully accessible with plentiful off-street parking.

The room opens onto the break-out verandah area overlooking the sporting oval with expansive views to the tree top ridges to the West

The Hall/Function Room is equipped with a built-in audio system, ceiling mounted data projector, and wireless microphone. The commercial kitchen features a commercial fridge, large oven with 5 burner cooktop, microwave, urn and commercial dishwasher (crockery and cutlery supplied) and adjoins the main hall with servery window and door.

The room opens onto the break-out verandah area overlooking the sporting oval with expansive views to the tree top ridges to the West.

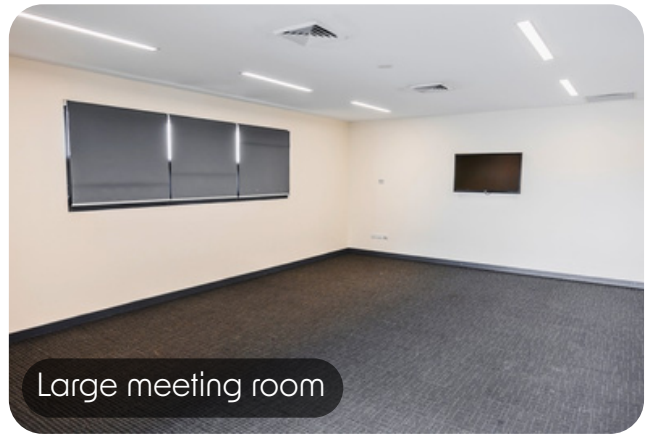
The large meeting room is equipped with wall mounted TV and the smaller meeting room is permanently furnished with a boardroom table and chairs. Both rooms have access to the kitchenette with hot water facilities.



### 3.3.2 Spaces



Main function room



Large meeting room



Small meeting room



Balcony



Commercial kitchen

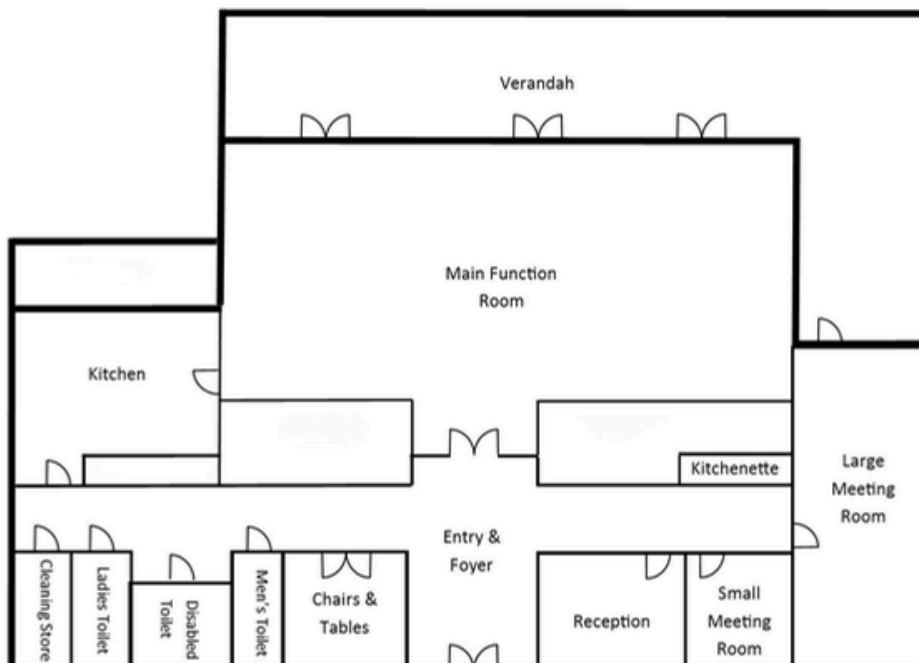


Kitchenette



### 3.3.3 Hireable Spaces Details

Space	Main function room	Large meeting room	Small meeting room
Size	17.6m l 8.3m w 146 sqm	7.3m l 5.4m w 39 sqm	4.5m l 2.8m w 12 sqm
Max Capacity (standing)	100	15	6
Chairs	110		6
Tables	13 large tables 7 small tables		1 boardroom table
A/V			
audio system wireless mic projector projector screen	included included included painted wall	wall mounted tv	



## 3.4 Wallsend Pioneers Memorial Hall

54 Cowper Street, Wallsend, NSW 2287

Wallsend Pioneers Memorial Hall is a large air-conditioned venue suited for larger gatherings and public events.

The Hall features timber floors, a raised stage with wings, a back-stage crossover area with private amenities and changerooms and audio system.

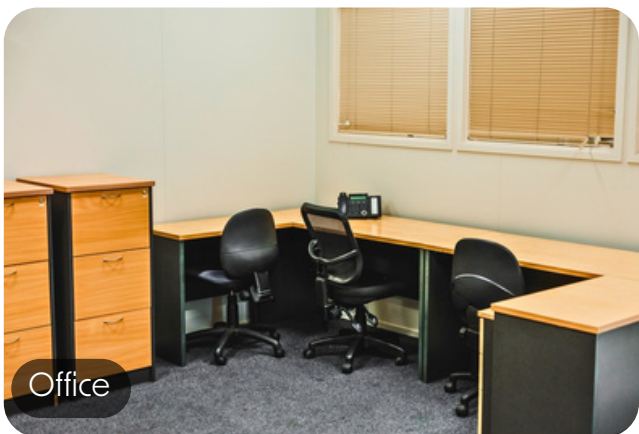
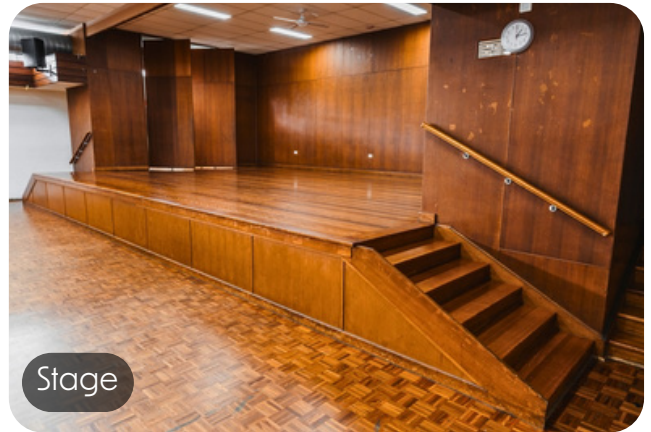
A large furnished office space accommodates up to 4 people suitable for office work, small meetings, or as a small breakout space for larger events.

Other features include a semi-commercial kitchen, with a large oven, five-burner stove, stainless steel benchtops, microwave, large fridge, and an urn for tea and coffee.

The facility has on street parking and has ramp access via Kemp St.



## 3.4.2 Spaces



### 3.4.3 Hireable Spaces Details

Space	Main hall	Stage	Office
Size	18m l 14m w 252 sqm	6m d 9.4m w 56 sqm	4.5m l 4.9m w 22sqm
Max Capacity (standing)	200		8
Chairs	180		4 office chairs
Tables	24		4 desks
A/V  audio system wireless mic projector projector screen	included included		



## 3.5 Maryland Neighbourhood Centre

207 Maryland Drive, Maryland, NSW 2287

Maryland Neighbourhood Centre comprises a large air conditioned hall with domestic kitchen, plus two large air conditioned office spaces.

It features an outdoor break-out patio and fenced children's play ground. Disabled toilet, access and parking. Off street parking.

The Hall features a parquetry floor and servery window onto a good-sized domestic kitchen with full-sized fridge, stove and microwave.

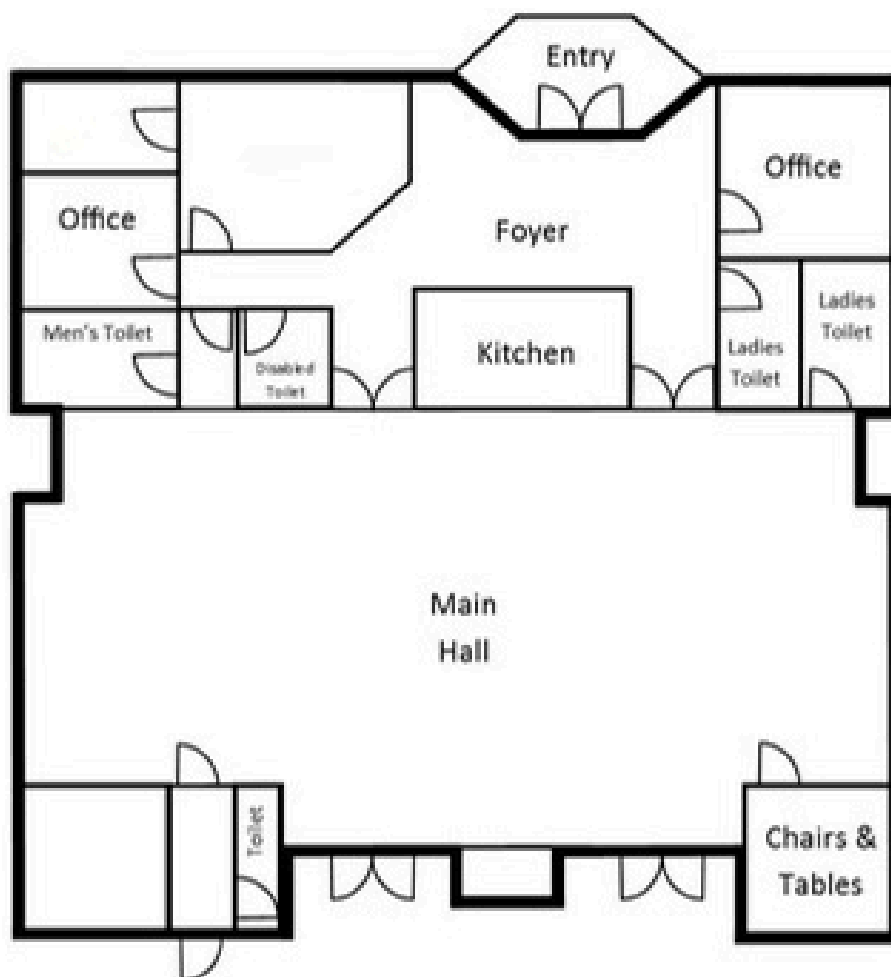


## 3.5.2 Spaces



### 3.5.3 Hireable Spaces Details

Space	<b>Hall</b>
Size	7.9m l 16.3m w 128 sqm
Max Capacity (standing)	80
Chairs	80
Tables	14



## 3.6 Maryland Conference Centre

207 Maryland Drive, Maryland, NSW 2287

Maryland Conference Centre is fully accessible with off-street parking and a semi-commercial kitchen with a fridge, stove, and microwave.

The Activity room features a parquetry-floor, ceiling fans, a servery window onto the semi commercial kitchen.

The Social room features a small kitchenette with hot water facilities, and air-conditioning.

Both spaces have access to a break-out deck area and shared outdoor half basketball court and grassed yard area.

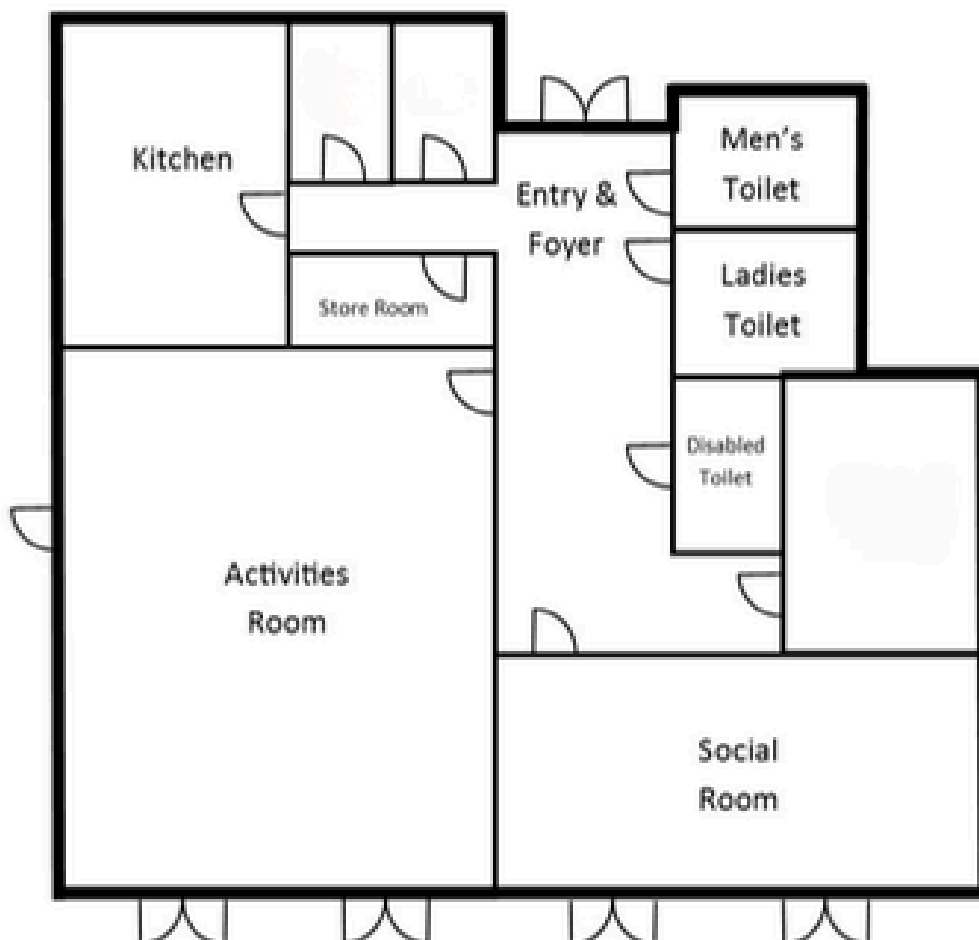


## 3.6.2 Spaces



### 3.6.3 Hireable Spaces Details

Space	<b>Activity room</b>	<b>Social room</b>
Size	11m l 8m w 88 sqm	5.5m l 7.8m w 43 sqm
Max Capacity (standing)	75	20
Chairs	60 adult chairs 10 kids chairs	
Tables	13 large tables 8 small tables	



## 3.7 Elmore Vale Community Centre

129 Croudace Road Elmore Vale NSW 2287

Elmore Vale Community Centre comprises a hall, meeting room, and office space, complete with semi commercial kitchen (limited crockery / cutlery supplied) featuring a commercial fridge, oven, microwave and urn, access to an enclosed yard, off-street parking and an access ramp is located at the front of the building.

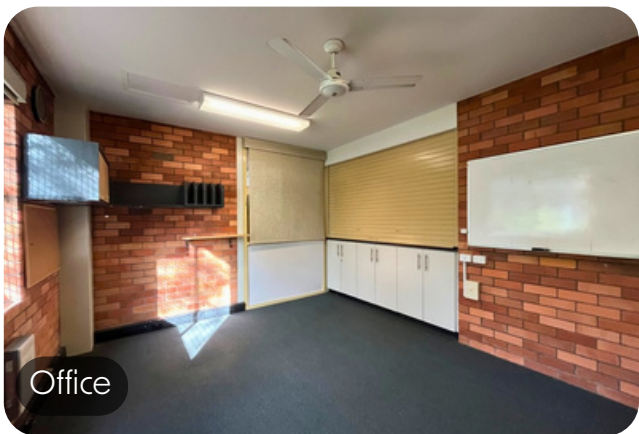
The Hall features a parquetry floor, air conditioning, a servery window to the adjoining kitchen, and opens onto the enclosed verandah.

The Meeting room is equipped with air conditioning, a wall mounted TV and opens onto the enclosed verandah.

The office is equipped with air conditioning, and a roller shutter window opening onto the foyer.



## 3.7.2 Spaces



### 3.7.3 Hireable Spaces Details

Space	Main hall	Meeting room	Office
Size	13m l 11m w 125 sqm	9m l 6m w 54 sqm	4.9m l 3.6m w 17 sqm
Max Capacity (standing)	80	15	4
Chairs	80	15	unfurnished
Tables	13	5	unfurnished
A/V  tv projector screen	wall mounted wal mounted	wall mounted wall mounted	

## 3.8 Elmore Vale Community Hall

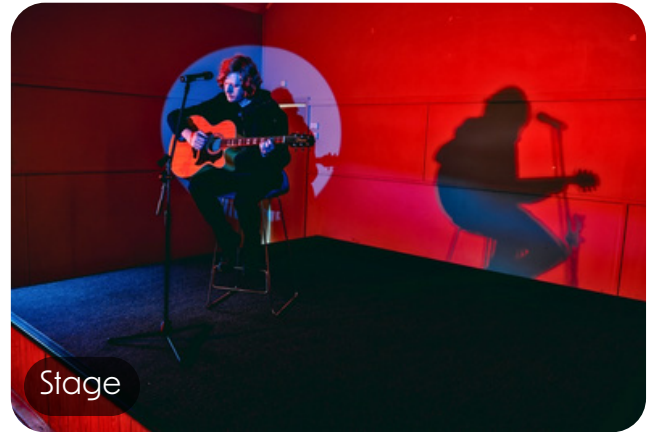
122 Cardiff Road, Elmore Vale NSW 2287

The Hall features a timber floor, small carpeted platform stage, ceiling fans, kitchenette with a fridge, oven and urn, and access to a small grassed breakout area behind the facility.

The facilities rear door or access ramp on the side can be used to access the external amenities block.

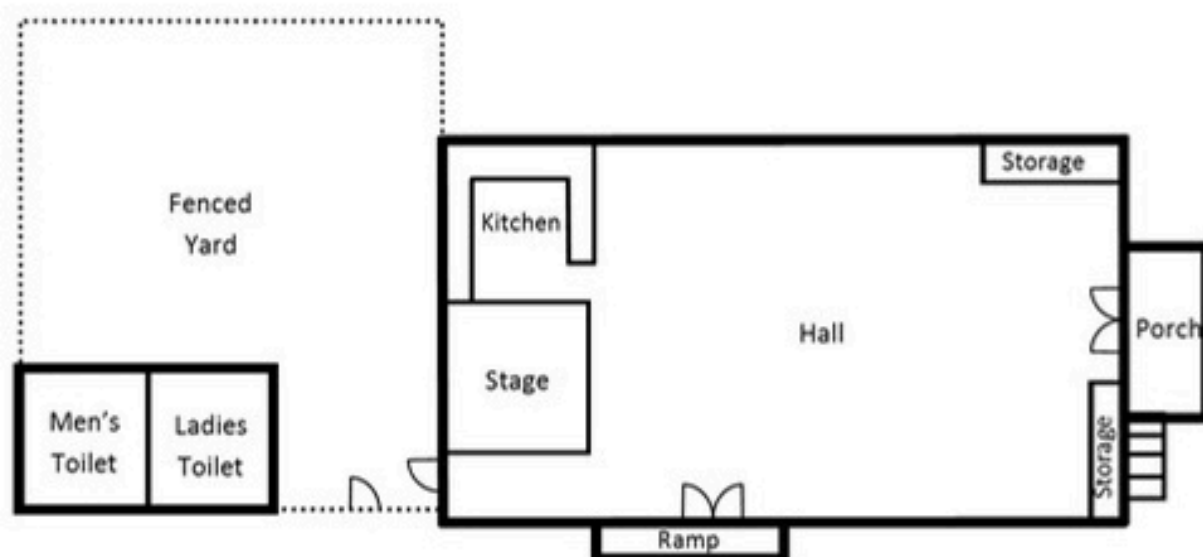


## 3.8.2 Spaces



### 3.8.3 Hireable Spaces Details

Space	Hall	Stage
Size	11m l 7.5m w 82 sqm	3.7m l 3.5m w 13 sqm
Max Capacity (standing)	65	
Chairs	50	
Tables	6	



## 3.9 Minmi Progress Hall

96 Woodford Street, Minmi NSW 2287

Located on a beautiful reserve the Hall features a timber floor, small platform stage, air conditioning, and has access via the hallway to a small timber balcony on the side of the facility.

The domestic kitchen has a fridge, stove/oven, microwave, pie oven, urn, and serving windows to the hall.

The hall is near a public children's playground and is well suited for children's parties, social groups, and holding regular classes for dance, fitness or martial arts.

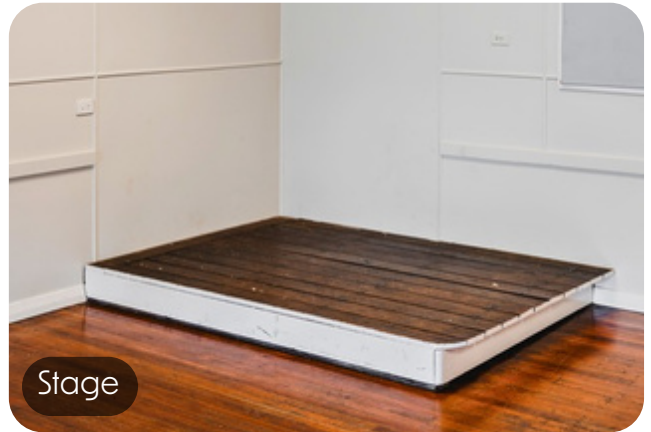
It has on street parking and has an access ramp via the timber balcony.



## 3.9.2 Spaces



Hall



Stage



Balcony

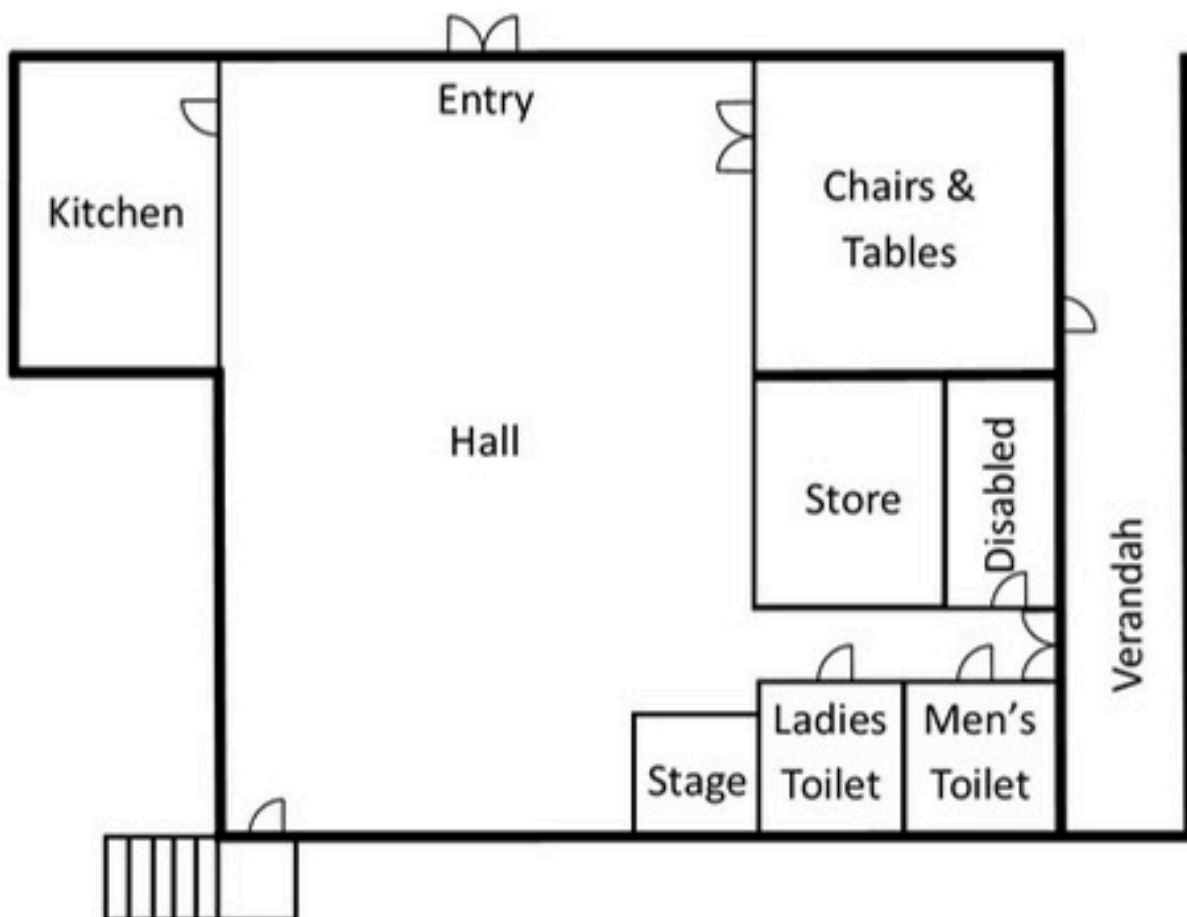


Kitchen



### 3.9.3 Hireable Spaces Details

Space	Hall	Stage
Size	12.2m l 7.3m w 89 sqm	2.3m l 1.6m w 3.75 sqm
Max Capacity (standing)	80	
Chairs	60	
Tables	12	



# 4. Fees and charges

## 4.1 Facility Hire Rates

All rates are per hour unless otherwise specified.

Facility	Space	Not for Profit/Charity	Commercial/Private	
		Weekday	Weekday	Weekend
Pasterfield Community Centre	Main hall	36	62	87
	Meeting room 1/2	21	42	57
	Combined meeting rooms	31	52	72
Cameron Park Community Centre	Room 1 Main hall	30	60	83
	Room 2 / Room 4	24	47	64
	Room 3 Soundproof room	21	41	56
	Commercial kitchen	72 half day (<5 hours), 132 full day (>5 hours)		

<b>Facility</b>	<b>Space</b>	<b>Not for Profit/Charity</b>	<b>Commercial/Private</b>
Fletcher Community Centre	Main hall	22.50	49
	Large Meeting Room	13.50	21.50
	Small Meeting Room	11	18.50
Wallsend Pioneers Memorial Hall	Main hall	22.50	49
	Office (capped at 8 hours per day)	4	10.50
Maryland Neighbourhood Centre	Main hall	21	40.50
Maryland Conference Centre	Activity Room	21	40.50
	Social Room	13.50	21.50
	Meeting Room	11	18.50
	Office/Interview Room (capped at 8 hours per day)	4	10.50

Facility	Space	Not for Profit/Charity	Commercial/Private
Elernore Vale Community Centre	Main hall	22.50	49
	Large Meeting Room	13.50	21.50
	Office (capped at 8 hours per day)	4	10.50
Elernore Vale Community Hall	Hall	13.50	22
Minmi Progress Hall	Hall	13.50	22

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.

## 4.2 Security Bonds and Deposits

All bookings must pay a function bond and a key deposit. Bonds and deposits are fully refundable and deductions are only made in the event of damage or breaches of terms and conditions.

### 4.2.1 Security Bonds

#### City of Newcastle

Low risk security bond	300
High risk security bond	600

#### Lake Macquarie Facilities

Low risk security bond	400
High risk security bond	700
Very high risk security bond	1,000

### 4.2.2 Key Deposits

City of Newcastle	110
Lake Macquarie	110

## 4.3 Post Event Cleaning Fees

Regular	145
Larger spaces	184

Post event cleaning fee applicable to all casual social hires, regular hire where food and drink are consumed, and at the discretion of The Canopy with respect to the nature of the event.

Larger spaces cleaning fees apply to the main halls in Pasterfield, Cameron Park, Fletcher and Wallsend, or if multiple spaces are hired within a facility.

## 4.4 Late Booking Fees

<7 days notice	77.60
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## 4.5 Inspection Fee

City of Newcastle	66
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## 4.6 Additional hire

### Lake Macquarie Facilities

Microphone (day)	25
Projector (hourly)	15
Rubbish disposal	25

Rubbish – Hired rubbish disposal is mandatory for some booking types and will attract a rubbish disposal fee. Rubbish must be removed by hirers at all City of Newcastle Facilities.

## 4.7 Miscellaneous Fees

Additional cleaning (hourly)	63
Staff call fees - City of Newcastle	99
Staff call fees - Lake Macquarie	141

If a venue is left in an unsatisfactory state and additional cleaning is required it will attract an additional fee per hour to restore the facility to satisfactory state.

Staff call fees are charged when incidents occur resulting in after hours staff being contacted for issues other than lockbox or alarm codes/access.

In the event a hirer is at fault and additional expenses are incurred beyond the staff call fee, the hirer is liable for the full amount of expenses incurred by The Canopy.

## 4.8 Regular Hirer Storage Fees

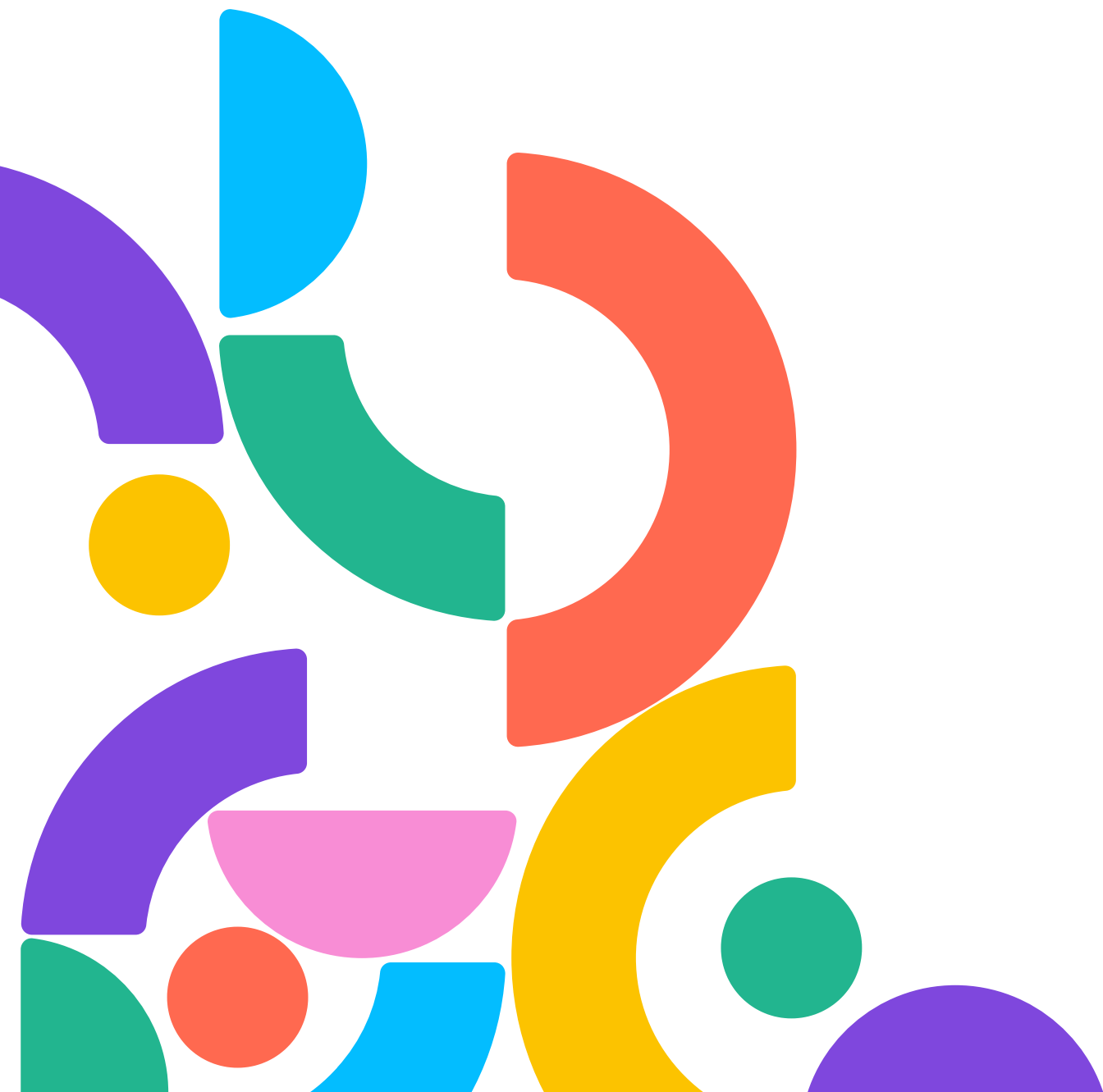
### City of Newcastle Facilities

Cupboard	14.50
Storeroom	42.50

### Lake Macquarie Facilities

Cupboard	25
Storeroom	42.50

Storage - If regular hirers require access to a cupboard for storage this is available at the above rate per month (subject to availability).





the  
**canopy**