

# 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.

# Table of Contents

|       |                                 |      |
|-------|---------------------------------|------|
| 1.    | Canopy Details                  | . 5  |
| 2.    | Booking Process                 | . 6  |
| 3.    | Facilities                      | . 6  |
| 3.1   | Pasterfield Community Centre    | . 7  |
| 3.1.2 | Spaces                          | . 8  |
| 3.1.3 | Hireable Spaces Details         | . 9  |
| 3.2   | Cameron Park Community Centre   | . 10 |
| 3.2.2 | Spaces                          | . 11 |
| 3.2.3 | Hireable Spaces Details         | . 12 |
| 3.3   | Fletcher Community Centre       | . 13 |
| 3.3   | Spaces                          | . 14 |
| 3.3.3 | Hireable Spaces Details         | . 15 |
| 3.4   | Wallsend Pioneers Memorial Hall | . 16 |
| 3.4.2 | Spaces                          | . 17 |
| 3.4.3 | Hireable Spaces Details         | . 18 |
| 3.5   | Maryland Neighbourhood Centre   | . 19 |
| 3.5.2 | Spaces                          | . 20 |
| 3.5.3 | Hireable Space Details          | . 21 |
| 3.6   | Maryland Conference Centre      | . 22 |
| 3.6.2 | Spaces                          | . 23 |
| 3.6.3 | Hireable Space Details          | . 24 |
| 3.7   | Elmore Vale Community Centre    | . 25 |
| 3.7.2 | Spaces                          | . 26 |
| 3.7.3 | Hireable Space Details          | . 27 |
| 3.8   | Elmore Vale Community Hall      | . 28 |
| 3.8.2 | Spaces                          | . 29 |
| 3.8.3 | Hireable Space Details          | . 30 |
| 3.9   | Minmi Progress Hall             | . 31 |
| 3.9.2 | Spaces                          | . 32 |
| 3.9.3 | Hireable Space Details          | . 33 |

|       |                             |      |
|-------|-----------------------------|------|
| 4.    | Fees and Charges            | . 34 |
| 4.1   | Facility Hire Rates         | . 34 |
| 4.2   | Security Bonds and Deposits | . 37 |
| 4.2.1 | Security Bonds              | . 37 |
| 4.2.2 | Key Deposits                | . 37 |
| 4.3   | Post Event Cleaning Fees    | . 37 |
| 4.4   | Late Booking Fees           | . 38 |
| 4.5   | Inspection Fees             | . 38 |
| 4.6   | Additional Hire             | . 38 |
| 4.7   | Miscellaneous Fees          | . 38 |
| 4.8   | Regular Hirer Storage Fees  | . 39 |

# 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.

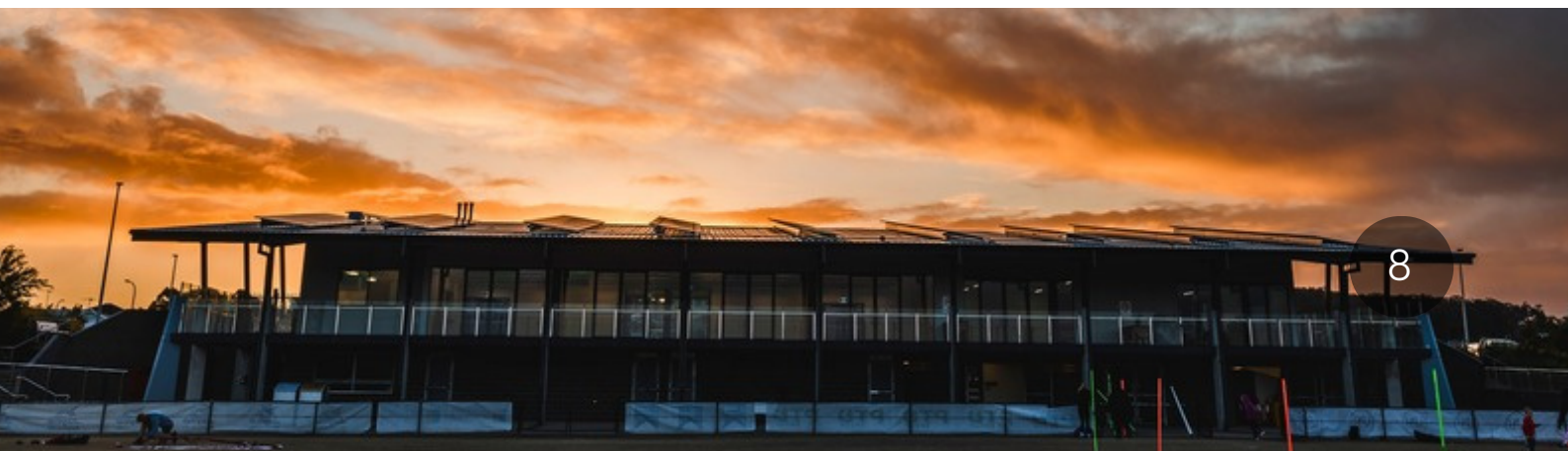
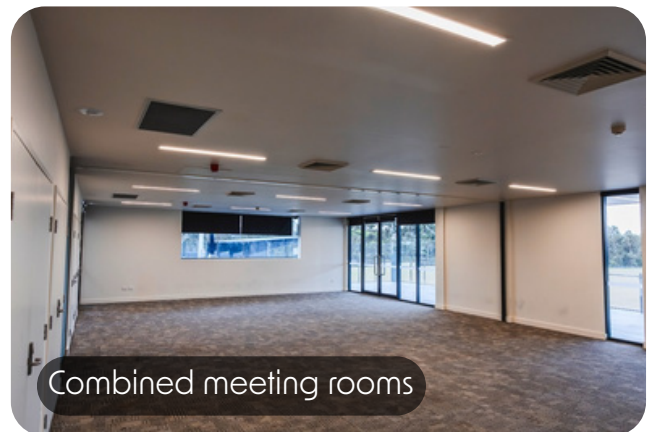
Meeting Rooms 1 & 2 are carpeted rooms that open onto the terrace and include use of the kitchenette.

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.

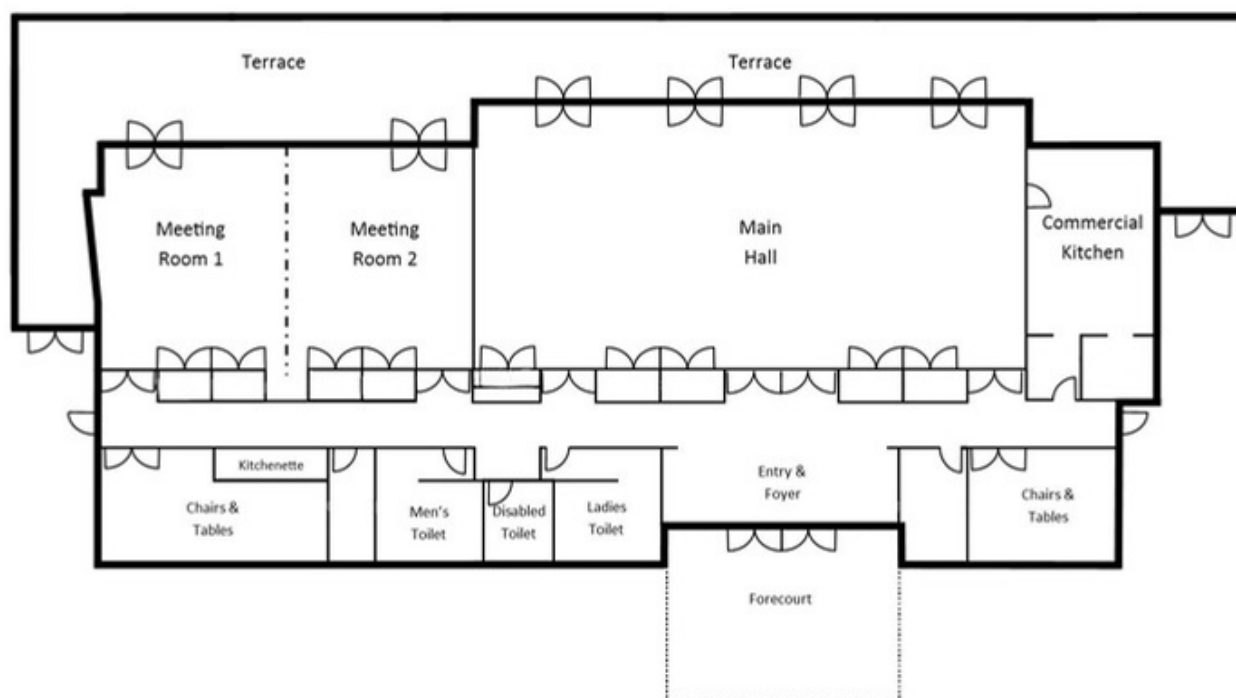


### 3.1.2 Spaces



### 3.1.3 Hireable Spaces Details

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

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



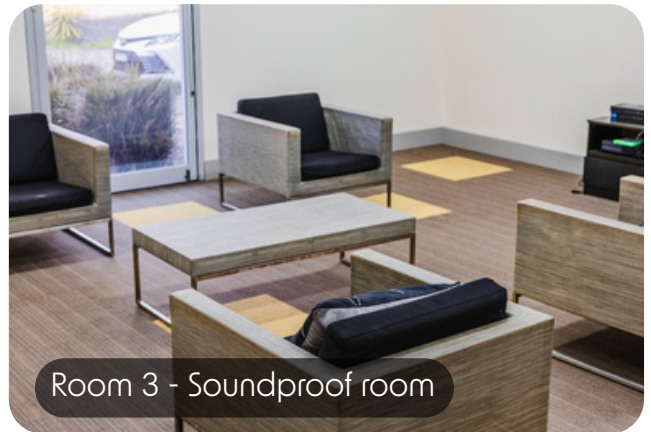
Room 1 - Main hall



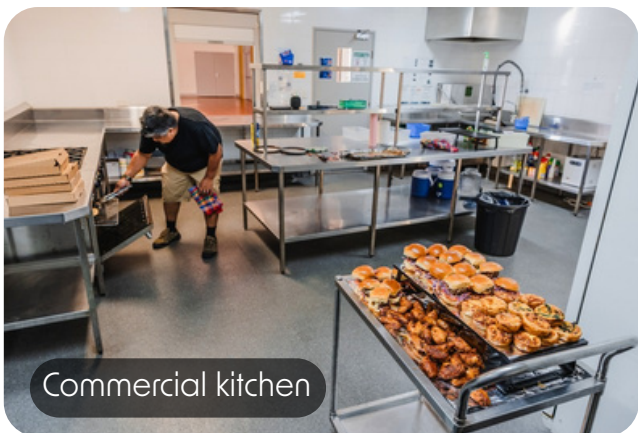
Room 1 - Main hall



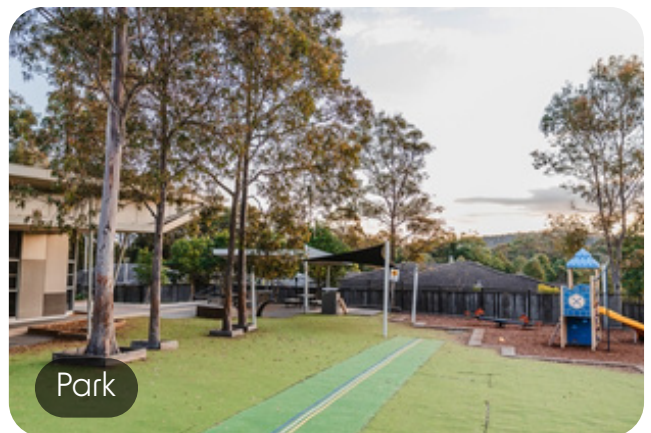
Room 2 - Front room



Room 3 - Soundproof room



Commercial kitchen

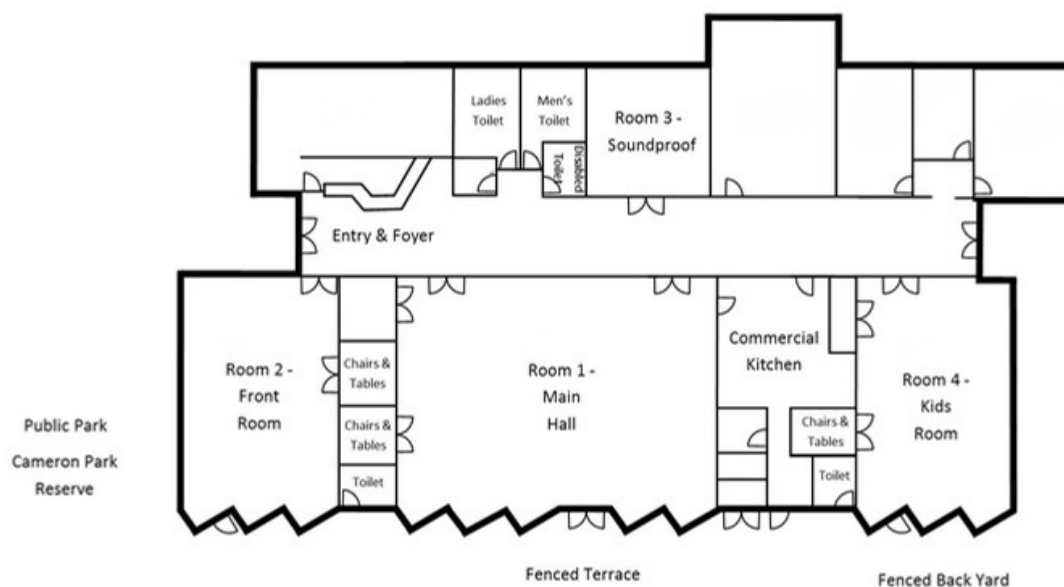


Park



### 3.2.3 Hireable Spaces Details

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

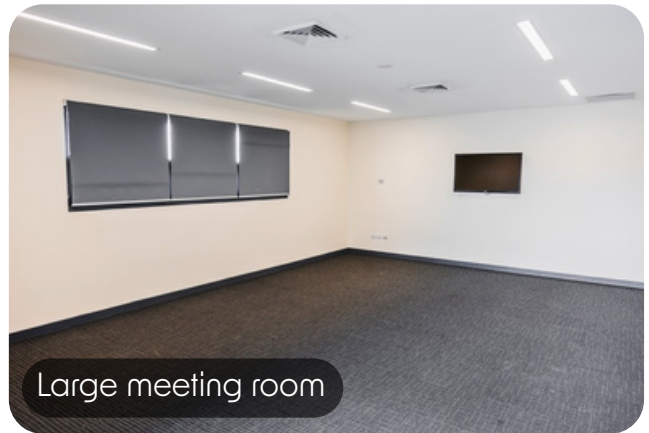
The large meeting room is equipped with wall mounted TV and the smaller meeting room is permanently furnished with a boardroom table and chairs. Both rooms have access to the kitchenette with hot water facilities.



### 3.3.2 Spaces



Main function room



Large meeting room



Small meeting room



Balcony



Commercial kitchen

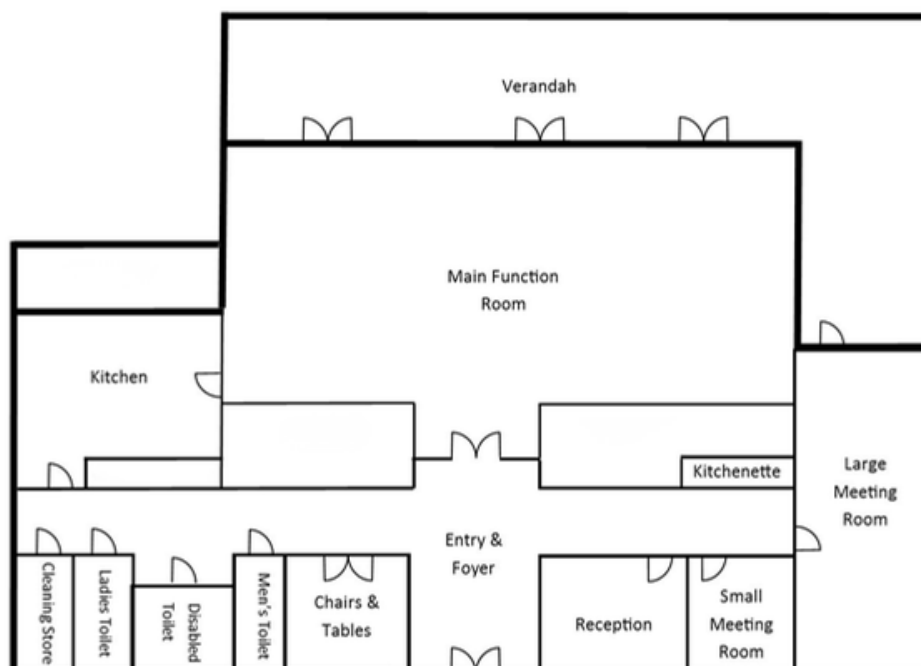


Kitchenette



### 3.3.3 Hireable Spaces Details

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

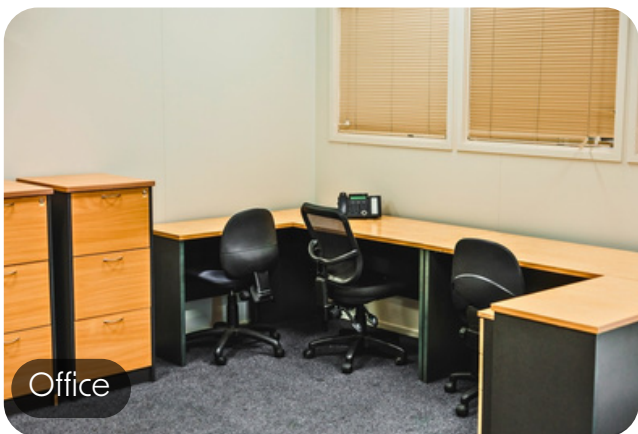
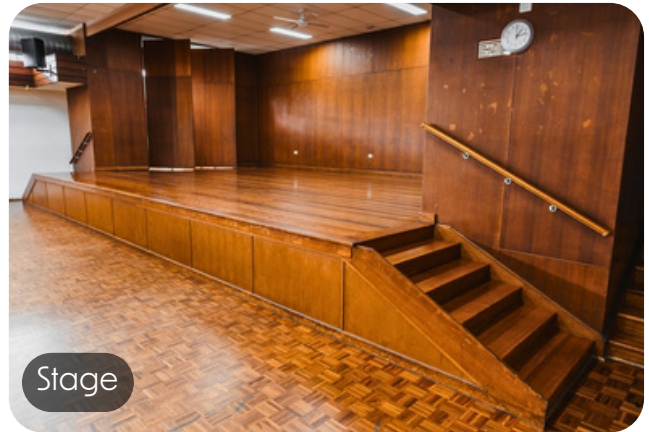
A large furnished office space accommodates up to 4 people suitable for office work, small meetings, or as a small breakout space for larger events.

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<br>14m w<br>252 sqm | 6m d<br>9.4m w<br>56 sqm | 4.5m l<br>4.9m w<br>22sqm |
| Max Capacity<br>(standing)                                               | 200                       |                          | 8                         |
| Chairs                                                                   | 180                       |                          | 4 office chairs           |
| Tables                                                                   | 24                        |                          | 4 desks                   |
| A/V<br><br>audio system<br>wireless mic<br>projector<br>projector screen | included<br>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.

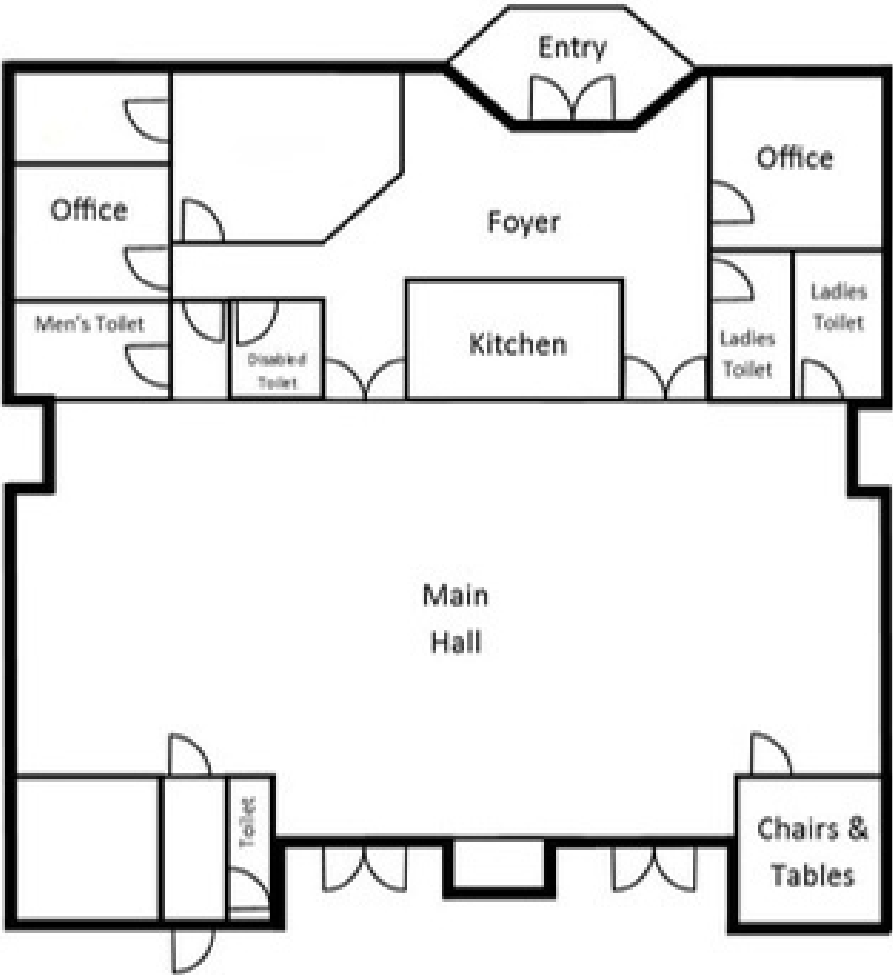


### 3.5.2 Spaces



### 3.5.3 Hireable Spaces Details

|                            |                              |
|----------------------------|------------------------------|
| Space                      | Hall                         |
| Size                       | 7.9m l<br>16.3m w<br>128 sqm |
| Max Capacity<br>(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.

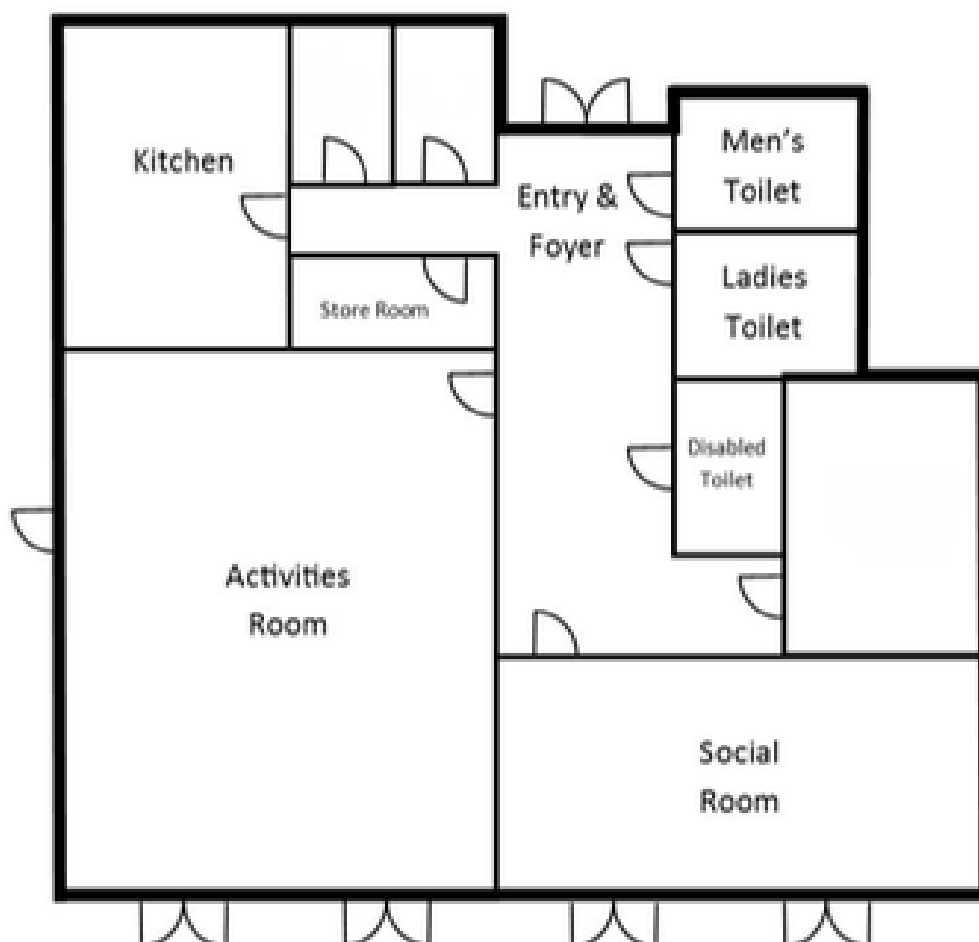


## 3.6.2 Spaces



### 3.6.3 Hireable Spaces Details

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



Main hall



Meeting room



Office



Kitchen



### 3.7.3 Hireable Spaces Details

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

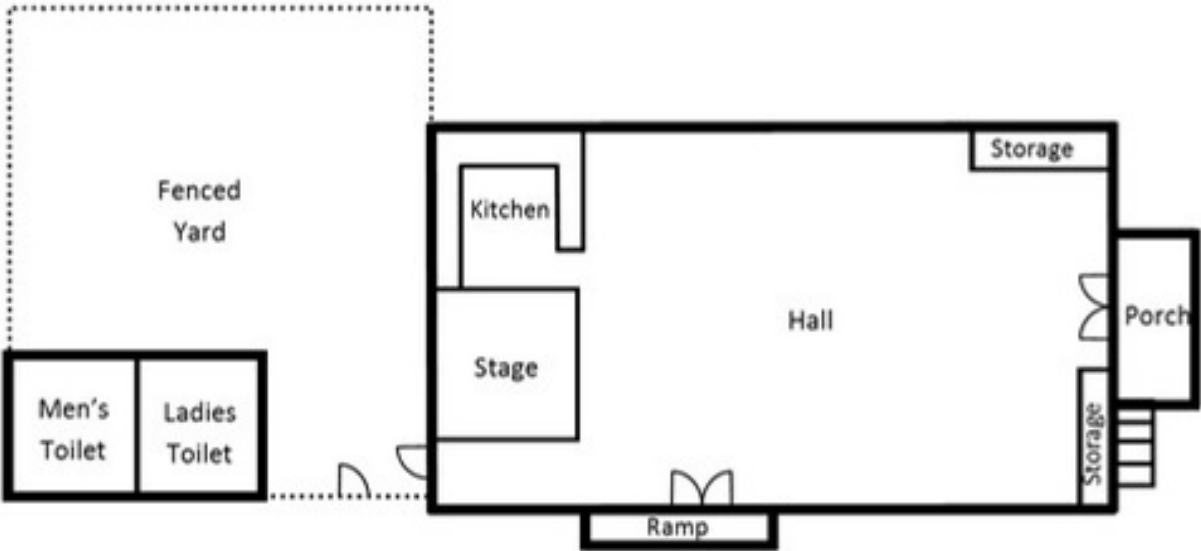


## 3.8.2 Spaces



### 3.8.3 Hireable Spaces Details

| Space                      | Hall                      | Stage                      |
|----------------------------|---------------------------|----------------------------|
| Size                       | 11m l<br>7.5m w<br>82 sqm | 3.7m l<br>3.5m w<br>13 sqm |
| Max Capacity<br>(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.

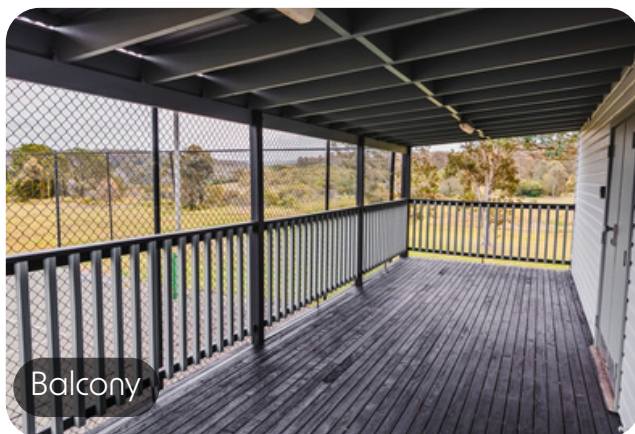
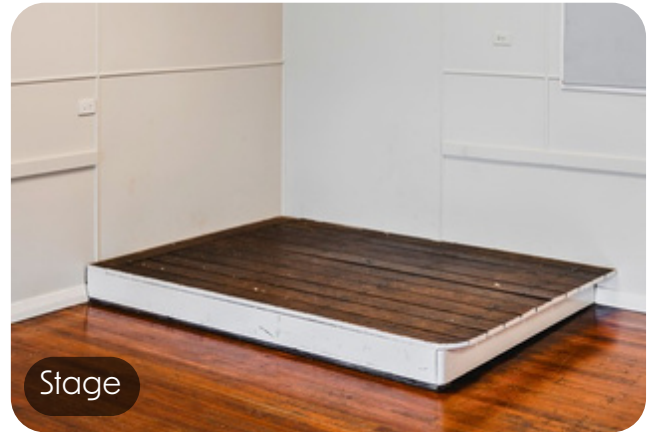
The domestic kitchen has a fridge, stove/oven, microwave, pie oven, urn, and serving windows to the hall.

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.

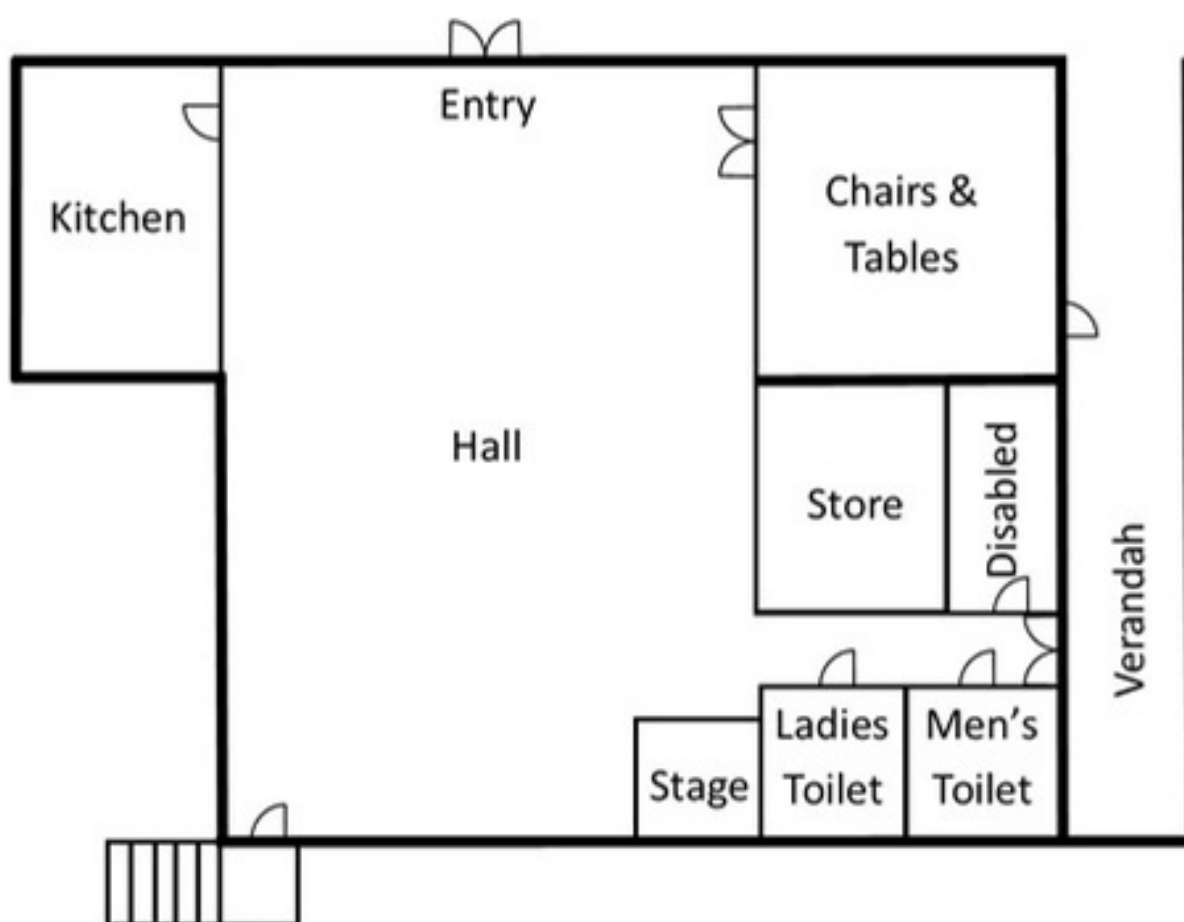


## 3.9.2 Spaces



### 3.9.3 Hireable Spaces Details

| Space                      | Hall                        | Stage                        |
|----------------------------|-----------------------------|------------------------------|
| Size                       | 12.2m l<br>7.3m w<br>89 sqm | 2.3m l<br>1.6m w<br>3.75 sqm |
| Max Capacity<br>(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            | 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                 | 24                                              | 47                 | 64      |
|                               | Room 3 Soundproof room | 21                                              | 41                 | 56      |
|                               | Commercial kitchen     | 72 half day (<5 hours), 132 full day (>5 hours) |                    |         |

| Facility                        | Space                                             | Not for Profit/Charity | Commercial/Private |
|---------------------------------|---------------------------------------------------|------------------------|--------------------|
| Fletcher Community Centre       | Main hall                                         | 25.50                  | 49                 |
|                                 | Large Meeting Room                                | 13.50                  | 21.50              |
|                                 | Small Meeting Room                                | 11                     | 18.50              |
|                                 | Office (capped at 8 hours per day)                | 4                      | 10.50              |
| Wallsend Pioneers Memorial Hall | Main hall                                         | 25.50                  | 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                             | 21.00                  | 40.50              |
|                                | Large Meeting Room                    | 13.50                  | 21.50              |
|                                | Office<br>(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 |
|----------------|-------|

## 4.5 Inspection Fee

|                   |    |
|-------------------|----|
| City of Newcastle | 66 |
|-------------------|----|

## 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

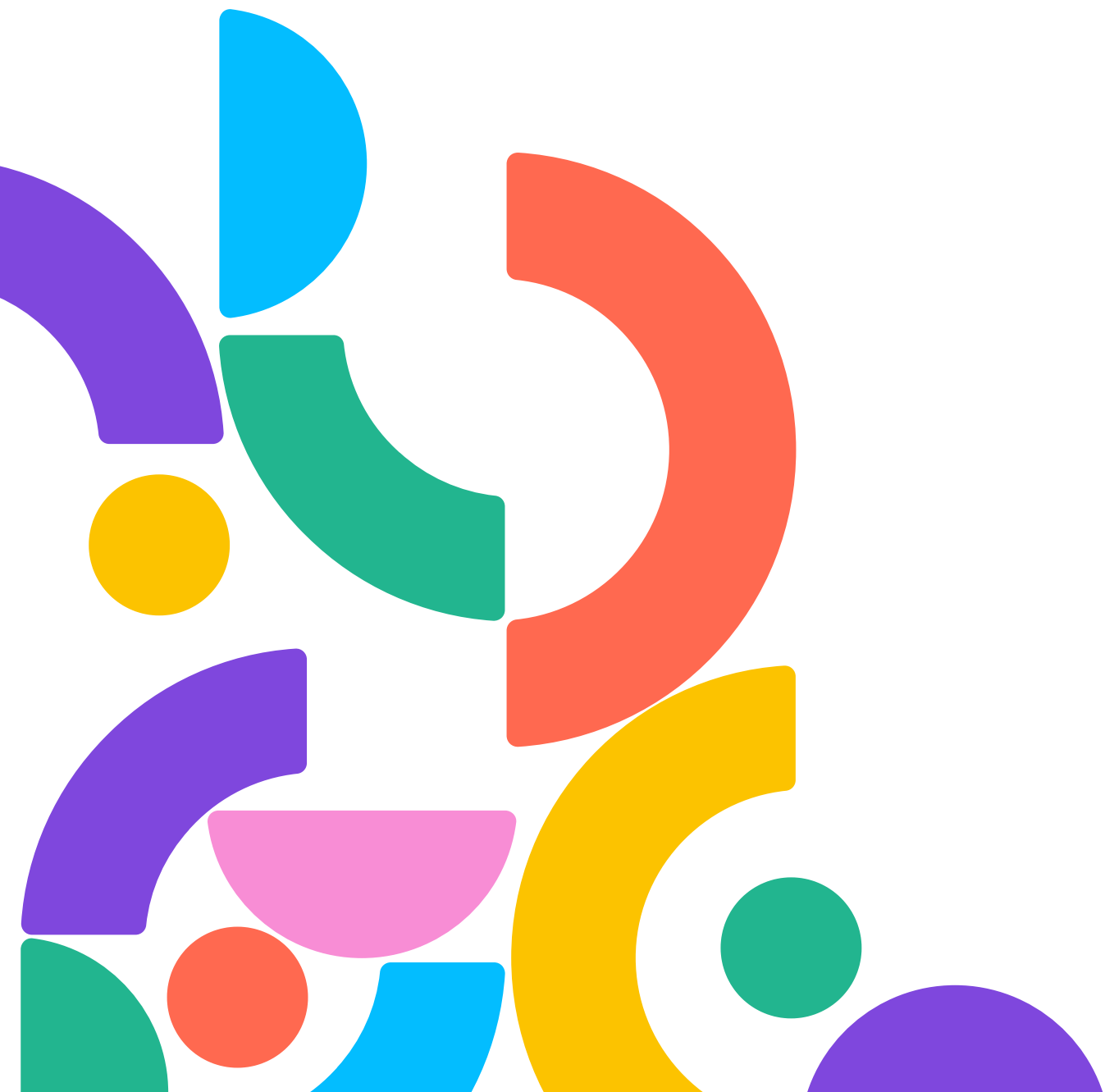
## City of Newcastle Facilities

|           |       |
|-----------|-------|
| 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