

Lockleys Community Room Schedule of facilities (Schedule B)

Civic Centre
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Category of fees

- **Category A:** City of West Torrens' community based groups or provision of services for the community when no fees or charges are involved.
- **Category B:** Community groups or provision of services for the community with or without fees or charges.
- **Category C:** Corporate, government or private hire.
- **Category D:** City of West Torrens community based groups and not-for-profit organisations conducting charity-style activities or individuals hosting family-style activities.

Note: Individuals include residents and ratepayers.

Note: All hires from 5pm Friday until 8am Monday are considered private hire, excluding Category D.

Lockleys Hall - Suitable for functions and recreational events/activities*

Floor size:

- 16m x 8m (128sqm)

Features:

- Timber flooring in hall
- 8 round tables 1800mm diameter x 720mm (short drop) x 740mm (long drop)
- 90 banquet armless chairs
- Universal toilets

Capacity (general guide):

- 80 on tables
- 90 standing
- 90 theatre style

Costs

Room	User category A	User category B	User category C	User category D
Lockleys Hall	Free	\$15.00 per hour	\$25.00 per hour	\$12.50 per hour
Kitchen	Free	\$10.00 per hour	\$15.00 per hour	\$7.50 per hour
Lockleys Hall - event block - lunch ^{Note 1}	N/A	N/A	\$300.00	\$150.00
Lockleys Hall - event block - dinner ^{Note 2}	N/A	N/A	\$370.00	\$185.00
Set-up service fee	\$200.00	\$200.00	\$200.00	N/A

^{Note 1} Includes Lockleys Hall and kitchen from 9am - 3pm.

^{Note 2} Includes Lockleys Hall and kitchen from 3.30pm - 11pm.

Kitchen

- Vinyl flooring
- Preparation bench
- Domestic style dishwasher
- Electric stove top with 4 burners plus 60cm electric oven
- Microwave
- Single door ice freezer - suitable for storing frozen items (bagged ice, pre-frozen food items)
- 2-door glass fronted refrigerator
- Serving windows to hall area

Additional fees

- Set up/ pack down of Centre supplied tables and chairs \$200 - bookings essential.
- Additional cleaning (if required at Council's discretion) - Cost recovery.
- Emergency assistance required (not Centre fault) - \$150.
- Security access card replacement \$80.
- Bond - high risk \$1,000.
- Master-type key replacement \$65 per item.
- General-type key replacement \$10 per item.
- Key-tag replacement \$5 per item.
- Room re-set weekday 8.30am - 5pm \$40 per hour.
- Room re-set weekday after 5pm \$50 per hour.
- Room re-set weekend \$100 per hour.
- Room re-set fees charged in 15 minute increments.
- The Council may cancel any booking that is not confirmed within the terms of the booking agreement and reserves the right to re-let bookings that do not meet the deposit requirements without further notice.

Notes

- All hires from 5pm Friday until 8am Monday are considered private hire, excluding Category D.
- Weekend hire is minimum four (4) hours - includes hires of both the hall and the kitchen.
- Requests to waive fees will not be considered.
- Set-up and pack-down of equipment is the responsibility of the hirer and must be completed within your allocated time frames.
- Access to the building outside the times you have booked is not permitted.

Fees for hire will be set by the City of West Torrens and reviewed on an annual basis in line with Council's Fees and Charges Policy.