

**Thebarton Community Centre  
Schedule of facilities  
and hire fees 2023/24  
(Schedule B)**

Civic Centre  
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**Category of fees**

- A: City of West Torrens' community based groups or provision of services for the community when no fees or charges are involved.**
- B: Community groups or provision of services for the community with or without fees or charges.**
- C: Corporate, government or private hire.**
- 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.**

**Room 2 - Suitable for meetings/seminars**

- 5m x 8m (40m<sup>2</sup>)
- Data projector
- Audio system
- Carpet tile flooring
- 25 chairs
- Three rectangular tables (can seat eight per table)
- Capacity:
  - 25 lecture style
  - 24 around tables
  - 30 theatre style, requires additional chairs

**Weekday hourly fee**

- A: Free  
B: \$10 per hour  
C: \$15 per hour  
D: \$7.50 per hour

**Weekend hourly fee**

- C: \$15

**Room 3 - Suitable for meetings/seminars**

- 9m x 8m (70m<sup>2</sup>)
- Data projector
- Audio system
- Carpet tile flooring
- 50 chairs
- Five rectangular tables (can seat eight per table)
- Capacity:
  - 30 lecture style, requires two additional tables
  - 48 around tables, requires two additional tables
  - 60 theatre style, requires 10 additional chairs
  - 25 horseshoe shape

**Weekday hourly fee**

- A: Free  
B: \$15 per hour  
C: \$25 per hour  
D: \$12.50 per hour

**Weekend hourly fee**

- C: \$25

**Room 4 - Suitable for general fitness programs, art classes, playgroups**

- 7m x 5.5m (40m<sup>2</sup>)
- Non slip vinyl floor
- 20 chairs
- Two rectangular tables (can seat eight per table)
- Capacity:
  - 15 lecture style, requires one additional table
  - 16 around tables
  - 30 theatre style, requires 10 additional chairs

**Weekday hourly fee**

- A: Free  
B: \$10  
C: \$15  
D: \$7.50

**Weekend hourly fee**

- C: \$15

## Tea Area - Preparation of light refreshments meeting room users only

- 8 square metres
- Exposed polished concrete floor
- Under bench bar refrigerator
- Under bench microwave
- Single bowl sink and drainer
- Vending machine
- Free with room hire.

## Hall A - Suitable for functions and recreational events/activities\*

- 22m x 16m (350m<sup>2</sup>)
  - Sprung timber floor
  - Data projector
  - Audio system
  - 3.6m x 7.2m stage
  - 20 tables 1800mm diameter x 720mm (short drop) x 740mm (long drop)
  - 250 banquet style armless chairs
  - Capacity:
    - 180 on round tables
    - 280 standing
- 280 theatre style

### Weekday hourly fee

- A: Free (No fee unless extra costs are incurred by Council, eg. extra cleaning, call-out costs.)
- B: \$35 per hour
- C: \$65 per hour
- D: \$32.50 per hour

### Weekday hourly fee with use of kitchen and bar facilities

- A: No charge
- B: \$50
- C: \$80

### Weekend hourly fee

- C: \$80

## Hall B - Suitable for functions and recreational events/activities\*

- 11.5m x 16m (185m<sup>2</sup>)
- Sprung timber floor
- Data projector
- Audio system
- Seven tables 1800mm diameter x 720mm (short drop) x 740mm (long drop)
- 100 banquet style armless chairs
- Capacity:
  - 70 around tables
  - 100 standing
  - 100 theatre style

\*Note: Hall A and B can be opened up to accommodate approximately 350 people seated at round tables of 10.

### Weekday hourly fee

- A: Free (No fee unless extra costs are incurred by Council, eg. extra cleaning, call-out costs.)
- B: \$25
- C: \$55
- D: \$27.50

### Weekday hourly fee with use of kitchen and bar facilities

- A: No charge
- B: \$35
- C: \$65

### Weekend hourly fee

- C: \$65

## Kitchen/Bar - To prepare and serve meals and drinks to Halls A and B only

- 14m x 6m (92m<sup>2</sup>)
- Floor - non slip vinyl
- Stainless steel work surfaces
- Glass washer
- Combination oven (for caterers with experienced use only)
- Six burner gas stove with electric oven
- Five burner gas stove with electric oven
- Microwave
- Ice freezer - suitable for storing frozen items (bagged ice, pre-frozen food items)
- Five glass fronted refrigerators

- A: Free (No fee unless extra costs are incurred by Council, eg. extra cleaning, call-out costs.)
- B: \$10 per hour
- C: \$15 per hour
- D: \$7.50 per hour

<ul style="list-style-type: none"> <li>Outdoor barbecue - free with hall hire (hirer to provide own gas bottles and hose). A fee will be charged if the barbecue is not cleaned after use.</li> </ul>	
<b>Thebarton hall - event block lunch</b>	
Includes Thebarton Hall A, B, front foyer and the main kitchen from 9am - 3pm	A: N/A B: N/A C: \$600 D: \$300
<b>Thebarton hall - event block dinner</b>	
Includes Thebarton Hall A, B, front foyer and the main kitchen from 3.30pm - 1am	A: N/A B: N/A C: \$900 D: \$450
<b>Thebarton Community Centre - whole centre</b>	
Includes halls A and B, rooms 2, 3 and 4, foyer and tea area from 6am - 4am.	A: N/A B: N/A C: \$2,400 D: N/A
<b>Setup service fee</b>	
A: \$200 B: \$200 C: \$200 D: N/A	
<b>Bond fees - high risk</b>	
\$1,000 (applicable to all hiring facilities). Please see schedule D for high risk bookings.	
<b>Additional fees</b>	
<ul style="list-style-type: none"> <li>Additional cleaning (if required at Council's discretion) - cost recovery</li> <li>Bond - High risk (applicable to all hiring facilities) \$1,000</li> <li>Emergency staff assistance \$150 per call-out</li> <li>Service provider attendance - cost recovery</li> <li>Security call out (fault of hirer) \$85</li> <li>Access FOB replacement \$80 per item</li> <li>Master-type key replacement \$65 per item</li> <li>General-type key replacement \$10 per item</li> <li>Key-tag replacement \$5 per item</li> <li>Room re-set weekday 8.30am - 5pm \$40 per hour <sup>Note 1</sup></li> <li>Room re-set weekday after 5pm \$50 per hour <sup>Note 1</sup></li> <li>Room re-set weekend \$100 per hour <sup>Note 1</sup></li> <li>Tea and coffee - fresh option with filter coffee \$3.50 per person <sup>Note 2</sup></li> <li>Tea and coffee - stored option with stored coffee \$3 per person <sup>Note 2</sup></li> <li>Tea and coffee - fresh or stored option with Nespresso \$2.50 per person <sup>Note 2</sup></li> <li>Hire items - cost recovery</li> <li>Public liability insurance contribution fee - cost recovery</li> </ul>	
<p>Note 1 - Room reset fees charged per hour in 15 minute increments.</p> <p>Note 2 - Fresh option includes fresh milk and juice, stored option includes UHT milk and long life juice.</p>	

## Notes

- 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.
- All hires from 5pm Friday until 8am Monday are considered private hire.
- Weekend hire is minimum four hours.
- 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.
- All spaces must be available for the entire centre to be hired.

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.