



LAKE CLIFTON HERRON COMMUNITY CENTRE

Facilities and Costs for Hirers

The Centre comprises a large community hall and annex. Access is via two separate entries.

Large windows throughout and high ceilings allow for beautiful views and ample natural light.

A kiosk opens the large kitchen to an outside area overlooking Tennis/ Basketball courts.

Play equipment suitable for 2-10 years is situated on the south side of the building.

The centre is suitable for many activities and services including playgroup, education, training seminars, medical and social and sporting activities for a variety of age groups.

- Capacity: approx 150 people seated
- Parking: ample available
- Safety: fire extinguishers and blankets to standard
- Disabled access: At main entrance
- Toilets: ladies, child, gents. Access from inside and outside. Separate disabled with access from inside.
- Air conditioning: main hall: evaporative; meeting room: reverse cycle
- Storage: storage room - locked
- Cleaning equipment: contained in storage room, kitchen
- Notice board: outside main entrance
- Electricity: power points accessible in all areas
- Water: instant hot water system
- Tables: 20 trestle-type 1.8m x 75cm
- Chairs: 150
- Flooring: vinyl woodgrain in halls and passageways, tiles in kitchen and toilets
- Kitchen: large gas cooker; fridge; freezer ;urn; microwave; stainless steel bench space (shelves under); pie-warmer; electric kettle, crockery.

This is a smoke free venue

- All rates include use of the kitchen
- A deposit of up to the full hire charge may be required at time of booking
- A bond of up to \$1,000 may be required at time of booking
- The amount and conditions of any bond are at the discretion of the committee

Hirer	Main Hall \$/hr	Deposit (as bond)	Meeting Room/ Kitchen
Private Functions: Weddings, Parties, Public Dances	35.00	250.00	20.00 +\$100 bond
Community Activities: live shows, concerts, plays. Sporting and Tutor groups.	35.00	250.00	
Community Activities (provided eligible members of group are also members of LCHRA)	No charge for local groups		
Private functions for members of LCHRA	24.00	250.00	16.00

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Conditions for Hiring of Hall and/or Associated Buildings

Priority will be given to booking made by members of the LCHPSA and by organisations based and operating in the Shire with regard to use of the Community Hall.

LCHPSA Committee reserves the right to:

- refuse to let the Community Centre or any portion thereof.
- require the attendance of professional Security personnel.
- require that the organiser hold a current Responsible Service of Alcohol certificate.
- impose any other conditions it decides are necessary for the protection of attendees, local residents and the buildings
- withhold the use of facilities in order to promote the Locality - carnivals, markets and annual events.

Liquor permit

At functions where liquor is to be consumed, it is necessary to obtain a permit from the Shire of Waroona.

It is the responsibility of the hirer to ensure compliance with all of the provisions of the Liquor Act. In particular, alcohol is not to be sold without an occasional licence from the Department of Racing, Gaming and Liquor. This includes functions for which an entry charge is made and liquor is supplied free of charge.

Period of Hire

The hours of the functions are required to be stated when bookings are made. In order to minimise any impact on neighbouring residents, functions extending beyond 1:00am will generally not be approved.

Cancellations

Twenty-four hours (24hrs) notice is required for cancellations. Failure to comply will result in full payment being invoiced to the hirer.

The LCHPSA Committee may at any time cancel any agreement for hiring the Community Centre.

Deposit/Bond

This payment shall be made at the time of booking. All other charges will be made prior to use.

The appropriate Deposit /Bond for the hall hire will be refunded by bank deposit provided the centre is left in acceptable condition. An LCHRA Committee representative will inspect the Centre before a bond is returned.

Keys

Hall is accessed by a digital lock on the kitchen door. An LCHRA representative will provide instructions and the code.

Cleaning and General Care of the Centre -

The following to be carried out on completion of function:

- The hall and associated buildings used must be left in an acceptable condition.
- General cleaning of kitchen including washing of all utensils and crockery.
- Removal of all decorations and all refuse to be deposited in the wheelie bins provided
- Ensure all lights and power units are switched off and all doors securely locked at the end of the function.

The above conditions shall be complied with by 10am, the day following the function. If this is not carried out in the specified time, a cleaning charge may be deducted from the Bond.

Breakages and Damages

The Hirer is responsible for any breakages or damages to Association or Council property and the replacement of any missing items, these must be reported to the LCHRA representative on return of the keys. If the breakages are not reported these will be deducted from the Bond and further charges invoiced to the Hirer.

Light and power

These are located in their respective rooms.

Exit signs are permanently illuminated.

Do not switch off main power.

Air conditioning

Air conditioning must be turned off at the end of the hire period.

Smoking Restrictions

Smoking is not permitted in the Centre. Please use designated areas outside.