



WENDOUREE NEIGHBOURHOOD CENTRE

1 Holly Grove Wendouree, 3355
Postal: 14 Violet Grove, Wendouree, 3355
E: reception@wnc.org.au / PH (03 5303 0507)

ROOM HIRE APPLICATION

Hirer Details

Contact Name: _____

Organisation Name: _____

Address: _____

Email: _____

Phone: _____

Type of Organisation: Organisation Private
 Stakeholder Community Group

Details of Hire:

Purpose of Hire: _____

Open to the Public or Bookings only: _____

Total Attendees: Expected	Toddlers	<input type="text"/>	Adults 18-64	<input type="text"/>
	Children	<input type="text"/>	Seniors	<input type="text"/>
	Youths	<input type="text"/>		<input type="text"/>

Type of Hire: Once off Regular Hire
 Public Holidays included
 School Holidays included

Start Date of Hire: _____ End Date of Hire: _____

Hours required (including setup/packup) see Room Hire Pricing Schedule for times:

Start: _____ AM / PM Finish: _____ AM/PM

<p>Space requested;</p> <p>12 Holly Grove</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training Room (Grevillea) <input type="checkbox"/> Training Room with kitchenette (Banksia) <input type="checkbox"/> Kitchen <input type="checkbox"/> Function Room <input type="checkbox"/> Meeting Room <p>14 Violet Grove</p> <ul style="list-style-type: none"> <input type="checkbox"/> Kitchen <input type="checkbox"/> Large Training Room <input type="checkbox"/> Meeting Room <p>12 Violet Grove</p> <ul style="list-style-type: none"> <input type="checkbox"/> Computer Training Room <input type="checkbox"/> Meeting Room <input type="checkbox"/> Meeting space with kitchenette 	<p>Further requirements;</p> <p>TV</p> <p>Tea/Coffee supplied</p> <p>Tables (small)</p> <p>Tables (Trestle)</p> <p>Chairs</p> <p>Internet Wifi Key:</p>
--	--

Cost as per attached Schedule

Do you have Public Liability Insurance: YES / NO _____

Do you have a COVID Safe Plan: YES / NO _____

Will you have anyone under 18 be participating in activities YES/NO
If so are you working within the child safe standards and do all your staff and volunteers have
working with children checks and relevant training. YES/NO

If you do not have public liability insurance you may need to be auspiced by another organisation. Wendouree Neighbourhood Centre can help with this. If we think this is the case we will ask you to complete an Auspice Application.

Staff Use Only:

Approved by: _____ Date: _____

Room Hire Agreement Completed _____ Date: _____

Booked on Calendar: _____ Date: _____

Invoice created: _____ Date: _____

WENDOUREE NEIGHBOURHOOD CENTRE

ROOM HIRE PRICING SCHEDULE AS AT 1ST MAY 2023

(Prices may be subject to change)

SITE 1: 1 HOLLY GROVE	Seated Capacity	Cost per block of hours		
		Private use / Organisation	Community Group	Stakeholder
Function Room	50-60	\$100	\$30	\$15
Function Room with Kitchen (minimum 3hr)	60	\$200 Plus \$50/hr extra	\$100	\$30
Training Room (Grevillea) With external kitchenette	15	\$50	\$30	\$10
Training Room (Banksia) with kitchenette	12	\$50	\$30	\$10
Meeting Room	4-6	\$30	\$15	\$5
Kitchen	8	\$120	\$80	\$20

Cost per block is based on the following hours;

- 9:00am -12noon
- 12:00noon - 3:00pm
- 3:00pm - 6:00pm
- 6:00pm – 9:00 pm

Please use the Stakeholder Hire Agreement and Conditions of Use Form when booking.

Stakeholders are;

- Forest Rangers Soccer Club
- Cricket Club
- Y Ballarat
- City of Ballarat

SITE 2 12 VIOLET GROVE WENDOUREE	Seated Capacity	Cost per block of hours		
		Organisation	Community Group	Stakeholder
IT Centre (inclusive)	10	\$80	\$50	-
Meeting Room	6-8	\$25	\$15	-
Office Space	2-4	\$15	\$10	-

SITE 3: 14 VIOLET GROVE WENDOUREE	Seated Capacity	Cost per block of hours		
		Organisation	Community Group	Stakeholder
Large Training/Meeting Room	30-40	\$50	\$30	-
Community Kitchen	10	\$50	\$30	-
Office, Meeting Room and Waiting		\$30	\$20	-

The cost per block is based on the following hours;

- 9:00-12:30
- 12:30-4:00
- 6:00 – 9:30

At Managers discretion fees may be reduced or waived based on community needs and availability.

NOTE: The definition of a community group is a group with no paid staff or no more than 1 part-time staff whose work benefits the community. Community Groups may need to be auspiced before hiring space.