



CRANBOURNE WEST COMMUNITY HUB



An integrated community facility for Cranbourne West

Cranbourne West Community Hub has been developed in line with Council's Community Facility Planning Principles. Supporting Cranbourne West's growing community, the various spaces and amenities aims to provide a welcoming and inclusive hub that supports programs and services for all genders, ages, cultural and community groups to interact and socially exchange experiences regardless of physical ability and identity.

The multipurpose community hub aspires to:

- » Be a place where people can build relationships and a community identity.
- » Be a place where residents can meet and carry out activities.
- » Be a place that strengthens the life of the community.
- » Be a place where residents can access a range of activities, programs and services.

Importantly, the hub co-locates community service organisation's to offer much needed services to the Cranbourne West community.

Cranbourne West Community Hub Vision

A place that strengthens the life of the community, where people come together to connect, belong, learn and play.

Location

Located at 4s Flicka Boulevard, Cranbourne West (Corner of Strathlea Drive and Flicka Boulevard), the state of the art dual level community facility is within a short distance from the shopping centre, local businesses, schools and park.

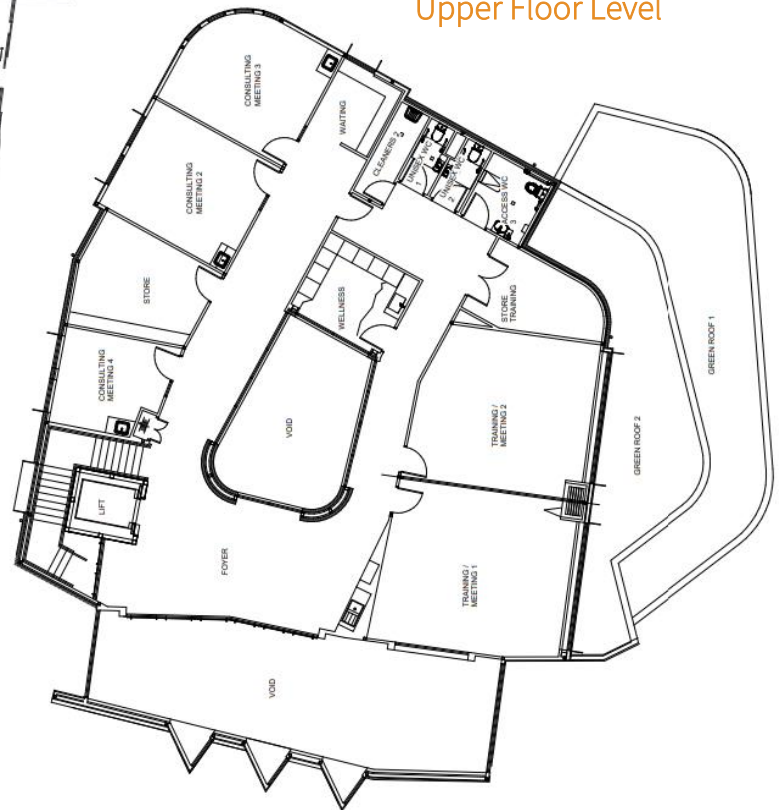
Floor plan

Ground Floor Level



Cranbourne West Community Hub consists of meeting spaces, training room, consult rooms, commercial kitchen, one large and two medium sized halls. A designated business zone with working and meeting pods.

Upper Floor Level



Rooms and resources

Each room varies in size and in its capacity to deliver programs and activities.

Room / Hall	Capacity	Special Features
Hall 1 220 square metres	<ul style="list-style-type: none"> » 180 people seated theatre style. » 130 people around tables. 	<ul style="list-style-type: none"> » Projector screens. » Audio equipment. » Direct access to commercial kitchen. » Direct access to secured outdoor area
Hall 2 106 square metres	<ul style="list-style-type: none"> » 80 people seated theatre style. » 60 people seated around tables. 	<ul style="list-style-type: none"> » Projector screens. » Audio equipment. » Kitchenette. » Direct access to secured outdoor area
Hall 3 112 square metres	<ul style="list-style-type: none"> » 80 people seated theatre style. » 60 people seated around tables. 	<ul style="list-style-type: none"> » Projector screens » Kitchenette » Direct access to internal courtyard
Commercial kitchen 30 square metres	<ul style="list-style-type: none"> » Up to eight people. 	<ul style="list-style-type: none"> » Access to all kitchen crockery and cutlery, all other equipment required must be brought in. » Full access to all cooking areas including benches, oven, stove tops and fridges.
Training room 35 square metres	<ul style="list-style-type: none"> » 15 people around tables. 	<ul style="list-style-type: none"> » Direct access to commercial kitchen (charges apply). » A 'wet area' suitable for cooking and arts activities.
Meeting room 1 38 square metres	<ul style="list-style-type: none"> » 20 people around tables. 	<ul style="list-style-type: none"> » Projector (HDMI). » Whiteboard.
Meeting room 2 40 square metres	<ul style="list-style-type: none"> » 20 people around tables. 	<ul style="list-style-type: none"> » Projector (HDMI). » Whiteboard.
Consult room 1 14 square metres	<ul style="list-style-type: none"> » One worker and five clients. 	<ul style="list-style-type: none"> » Workstation » Dual monitors » Seating
Consult room 2 20 square metres	<ul style="list-style-type: none"> » Two workers and eight clients. 	<ul style="list-style-type: none"> » Two workstations » Dual Monitors » Seating
Consult room 3 20 square metres	<ul style="list-style-type: none"> » Two workers and eight clients. 	<ul style="list-style-type: none"> » Two workstations » Dual Monitors » Seating
Business zone	<ul style="list-style-type: none"> » Five pods, providing quiet workspaces for people working alone or in small teams. 	<ul style="list-style-type: none"> » Table and bench seating » Monitors for connecting a device

In addition to the features listed, all rooms include:

- » Tables and chairs suitable to the room (set number per room)
- » Tea and coffee in foyer kitchenette
- » Provision to connect computer to visual equipment
- » Access to commercial kitchen. Charges apply.
- » Access to crockery and cutlery (included only with kitchen hire).

The Community Hub also offers

- » Large open reception and foyer area with casual seating and access to an internal courtyard
- » Lift access to the upper level
- » Fully accessible changing places room
- » Wheelchair accessibility to all areas
- » Hearing loop
- » Environmentally sustainable design
- » Green roof which can be viewed from the upper level
- » Town square with abundant seating and green space, where people can meet and participate in outdoor activities
- » Ample parking

Hire fees and charges 2021

Hire is divided into two separate categories with detailed fees and charges. Please note these fees are subject to change as directed by Council.

Category 1: Community-based groups

- » Community Service Organisation, member-based organisation, health care providers with Medicare rebate, partnerships with Council and religious services providing community programs.
- » Not for profit organisations.
- » Examples of this type of group include welfare agencies, sports clubs, Rotary clubs, neighbourhood houses, churches providing community programs residents associations, volunteer and general interest groups.

Proof of Not for Profit and community group registration required -

(e.g. Certificate of incorporation, Auspice under a parent group or other recognised authority)

Community Rate	
Room	Rate per hour
Hall 1	\$40.00
Hall 1 and commercial kitchen	\$50.00
Hall 2	\$30.50
Hall 2 and commercial kitchen	\$40.50
Hall 3	\$30.50
Commercial Kitchen	\$14.00
Commercial kitchen and training room	\$20.00
Training Room	\$15.50
Meeting Room 1	\$17.50
Meeting Room 2	\$17.50
Meeting Room 1 and 2 combined	\$26.25
Consult Room 1	\$10.50
Consult Room 2	\$15.50
Consult Room 3	\$15.50

Category 2: Standard rate

- » An organisation conducting activities for the purpose of deriving a profit.
- » Examples of this type of organisation/agency include registered training organisations, commercial business, business activities, private providers such as speech therapy, State and Federal Government agencies, small and home-based business and private health care providers.

Standard Rate Room	Rate per hour
Hall 1	\$55.00
Hall 1 and commercial kitchen	\$70.50
Hall 2	\$43.00
Hall 2 and commercial kitchen	\$58.50
Hall 3	\$43.00
Commercial Kitchen	\$19.50
Commercial kitchen and training room	\$27.00
Training Room	\$22.50
Meeting Room 1	\$24.50
Meeting Room 2	\$24.50
Meeting Room 1 and 2 combined	\$36.75
Consult Room 1	\$14.50
Consult Room 2	\$19.50
Consult Room 3	\$19.50

Additional Fees

Community groups, not for profit organisations and private hirers without public liability insurance may be eligible to purchase public liability insurance with their booking. This is charged at an additional \$15 per occasion of hire. Public liability insurance is not available with commercial hire.

Casual bookings and private functions conducted outside of office hours may be charged additional fees incorporating Support Staff. Any events with alcohol may also be charged fees for the supply of security personnel during the event.

A function or event with alcohol may require a temporary liquor licence, which may take up to 6 weeks to obtain. The application and cost to obtain the liquor licence is at the expense of the hirer and provided to the site.

There is limited storage available at the Community Centre. Requests for storage from regular hirers will be negotiated on a case by case basis and may incur an additional cost.

Booking and Payments

Casual hire

Upon acceptance of the booking a non-refundable deposit of 25% of the full hire is due and paid in full no later than 4 weeks prior to the booking date. Bookings made within 4 weeks of the event date must be paid in full at the time of booking.

Regular hire

Will be invoiced at the end of each month via email to the accounts contact provided in the facility booking form. The full balance must be paid within 30 days of the issue date as outlined on the invoice.

Please note: For all casual and private enquiries please contact the centre for a quote.

Bond

A bond will be charged for each room to cover costs of any damage to the room caused directly by the hirer's actions. The bond will be fully refunded at the end of the hire term if there is no damage to the facility. Where two rooms are booked, the bond which is the greater of the two rooms will be accepted for both rooms.

Bonds paid via cash will be available for collection on the next business day upon successful inspection from staff and the return of any keys. For electronic payments the bond will be returned via direct deposit, within a 2 to 4 week period once an email has been sent requesting the amount and stating the banking details for the refund.

Room / Hall

Hall 1, 2 and 3	\$500.00
Training Room and Kitchen	\$100.00
Meeting Rooms and Consulting Rooms	\$100.00
Private Functions	\$1000.00

Cancellation

Cancellations of upcoming bookings must be advised in writing and emailed by the account contact to Cranbourne West Community Hub as per the following conditions:

Casual hire cancellation

For Cancellations 5 weeks or less prior to event date, the 25% non-refundable deposit will be held to cover administrative costs associated with the booking.

For cancellations 4 weeks or less prior to the booking date, a 50% cancellation fee of the facility hire and additional fees will apply.

Regular hire cancellation

A minimum of 7 days is required to cancel both individual dates and/or the entire booking. All requests for cancellations must be in writing and emailed to Cranbourne West Community Hub. Any bookings that fall within the seven days will be charged as normal.

Direct Contact Details

Phone: 03 9705 5889

Email: cwch@casey.vic.gov.au

Website: www.casey.vic.gov.au/facilities-hire/cranbourne-west-community-hub

Contact City of Casey

03 9705 5200

NRS: 133 677 (for the deaf, hearing or speech impaired)

TIS: 131 450 (Translating and Interpreting Service)

caseycc@casey.vic.gov.au

casey.vic.gov.au

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Narre Warren VIC 3805

Customer Service Centres

Narre Warren

Bunjil Place,
Patrick Northeast Drive

Cranbourne

Cranbourne Park
Shopping Centre