

Facility Information and Fees & Charges 2022

Selandra Community Hub



An integrated community facility for Clyde North

Selandra Community Hub, a welcoming and engaging facility that allows people to connect, belong, learn and play. Supporting Clyde North's growing community, the multi-use spaces and amenities aim to provide a vibrant and inclusive hub that supports programs and services for all genders, ages and cultures.

The 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 Clyde North community.

Selandra Community Hub Vision

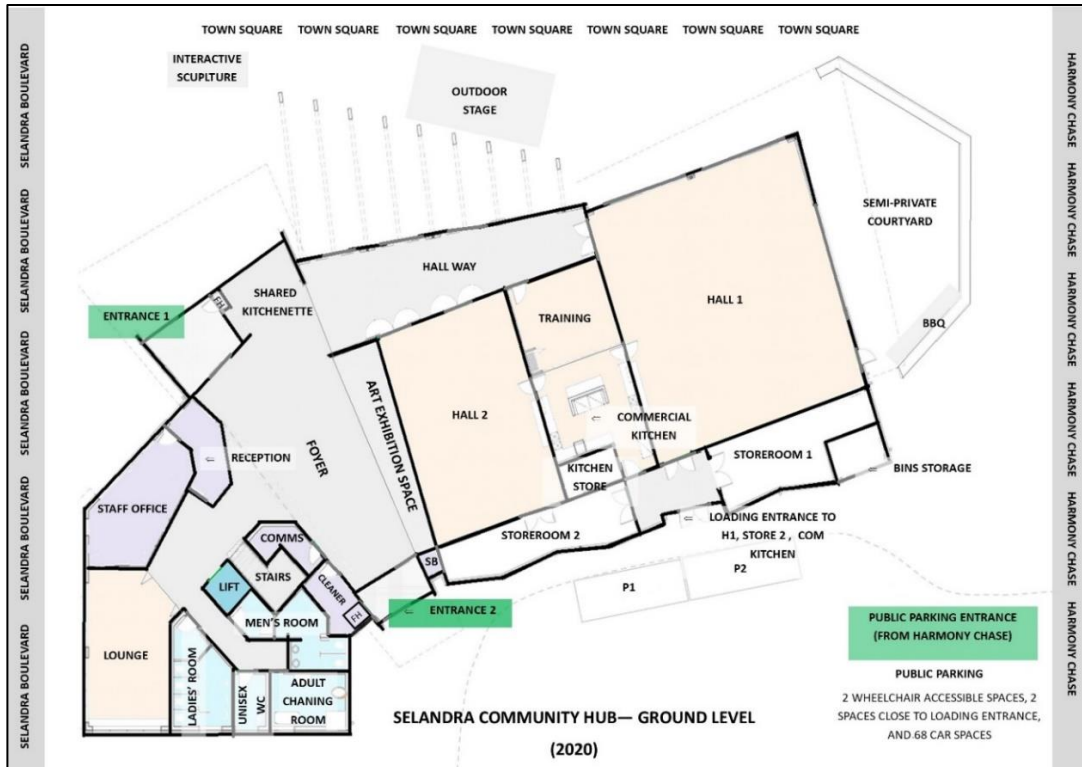
A place that strengthens the life of the community, where people come together to connect, belong, learn and play.

Location

Located at 7-9 Selandra Boulevard, Clyde North, the dual level community facility is within a short distance from the shopping centre, local businesses, and park.

Floor Plan – Ground Level

Selandra Community Hub - Ground Level consists of a large foyer, community arts exhibition space, shared kitchenette, commercial kitchen, training room, two flexible multipurpose halls, a lounge room and adult changing room.



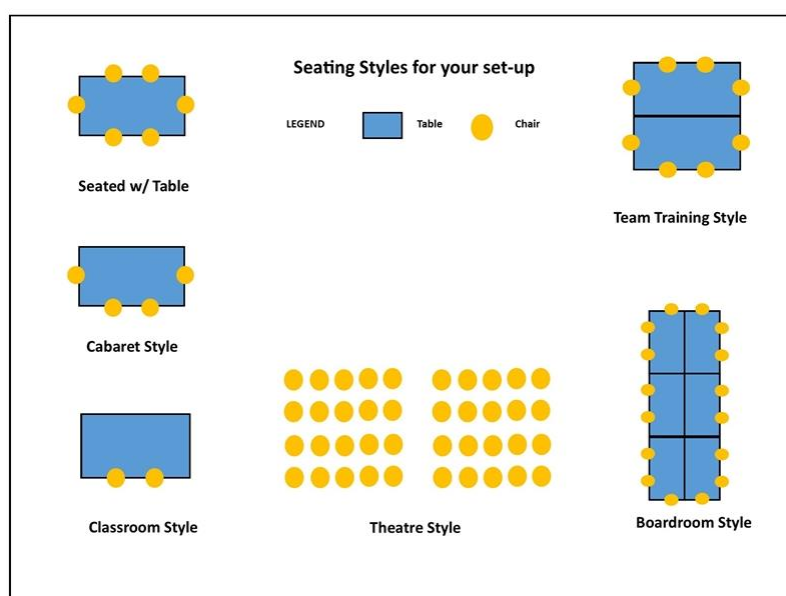
Floor Plan – Upper Level

Selandra Community Hub – Upper Level is a mezzanine overlooking the ground level foyer and community arts exhibition space consisting of two small meeting rooms that can be combined into one bigger space, two consulting rooms and shared kitchenette, a waiting area, and wheelchair accessible toilets.



Rooms and resources

Each room varies in size and in its capacity to deliver programs and activities. Your maximum capacity may vary depending on current restrictions and your seating style arrangement.



Room / Hall	Capacity	Special Features
<p>Hall 1 200 square metres</p> <p>The largest space in the Hub - this light-filled hall is perfect for community events and large meetings. Hall 1 boasts polished bamboo floors, natural light from three large glass sliding doors and four skylights. For your comfort, Hall 1 also has a private kitchenette adjoining the Kitchen servery window, and direct access to the full Commercial Kitchen. To further this space, the sliding glass doors open to access to the expansive courtyard area and BBQ.</p> <p>Hall 1 with our Commercial Kitchen is available to hire for Private Functions or Celebrations.</p>	<ul style="list-style-type: none"> » Capacity as per 4sqm rule: 50 » Capacity as per 2sqm: 100 » Based on set-up or no restrictions: <ul style="list-style-type: none"> • 40 - Classroom style • 120 - Seated with tables or for private functions • 170 - Theatre Style 	<ul style="list-style-type: none"> » Laser projector and audio support » Kitchenette with tap for filtered and boiling water » Direct access to Commercial Kitchen (Charges apply) » Direct access to public courtyard with BBQ » 20 rectangle trestle tables on wheels » 120 chairs » Two wireless handheld microphones (on request) » 1 lapel microphone (on request) » Portable Stage
<p>Hall 2 100 square metres</p> <p>The second largest space in the Hub, Hall 2 is ideal for medium to small gatherings. Hall 2 boasts beautiful bamboo floors and lots of natural light through the glass doors, windows and three skylights, which make this room versatile and flexible for a wide variety of use.</p>	<ul style="list-style-type: none"> » Capacity as per 4sqm rule: 25 » Capacity as per 2sqm rule: 50 » Based on set-up or no restrictions: <ul style="list-style-type: none"> • 20 - Classroom style • 60 - Seated with tables • 80 - Theatre Style 	<ul style="list-style-type: none"> » Laser projector and audio support » Kitchenette with tap for filtered and boiling water » Direct access to Commercial Kitchen (Charges Apply) » 10 rectangle trestle tables on wheels » 60 chairs » Portable Stage (pending availability)

<p>Commercial kitchen 30 square metres</p> <p>A full commercial kitchen with 2 gas stoves, griddle tops, and ovens, this kitchen is perfect for training. Featuring stainless steel surfaces, a large commercial dishwasher, ample bench space, and access to all kitchen crockery and cutlery (need own cooking and serving equipment).</p> <p>Hall 1 with our Commercial Kitchen is available to hire for Private Functions or Celebrations.</p>	<ul style="list-style-type: none"> » Capacity as per 4sqm rule: 6 » Capacity as per 2sqm only: 8 » No Restrictions: 10 	<ul style="list-style-type: none"> » Access to all kitchen crockery and cutlery only. (additional equipment required must be brought in) » Full access to all cooking areas.
<p>Training room 30 square metres</p> <p>Connected to the Commercial Kitchen, the Training Room can be hired for additional space when completing practical training or catering and can be closed off and hired as a stand-alone room, suitable for training, cooking classes, workshops, art classes and more.</p>	<ul style="list-style-type: none"> » Capacity as per 4sqm rule: 7 » Capacity as per 2sqm rule: 15 » Based on set-up or no restrictions: <ul style="list-style-type: none"> • 10 - 12 Classroom style • 15 - Seated with tables • 15 - Theatre Style • 12 - Boardroom Style 	<ul style="list-style-type: none"> » 4 rectangle trestle tables on wheels » 15 chairs » Digital Display
<p>Lounge Room 48 square metres</p> <p>Located on the ground floor, the Lounge is a multipurpose space that is great for small meetings and groups. The Lounge features carpeted floors and large windows that fill the room with natural light.</p>	<ul style="list-style-type: none"> » Capacity as per 4sqm rule: 11 » Capacity as per 2sqm rule: 20 » Based on set-up or no restrictions: <ul style="list-style-type: none"> • 8-10 - Classroom style • 16 - Cabaret Style • 15 - Seated with tables • 20 - Theatre Style • 14 - Boardroom Style 	<ul style="list-style-type: none"> » 4 rectangle trestle tables on wheels » 15 chairs » Permanent cushioned window seat » Digital Display
<p>Consult room 1 13 square metres</p> <p>Consulting Room 1 is a space designed with a warm ambience suitable for counselling or small informal meetings.</p>	<ul style="list-style-type: none"> » Capacity as per 4sqm rule: 3 » Capacity as per 2sqm rule: 3 » No restrictions: 5 (1 worker and 4 clients) 	<ul style="list-style-type: none"> » 2-seater couch » 2 cushion chairs » Lamp » Desk with a docking station connecting to double monitors and office chair
<p>Consult room 2 13 square metres</p> <p>Located on the first floor, Consulting Room 2 is a small flexible room ideal for small meetings, and personal</p>	<ul style="list-style-type: none"> » Capacity as per 4 sqm rule: 3 » Capacity as per 2sqm rule: 3 » No restrictions: 5 	<ul style="list-style-type: none"> » 1 round table with 4 chairs for small meetings » 2 Desks with a docking station or HDMI

<p>business use. The rooms feature carpeted floors and large windows that fill the room with natural light, with direct access to the shared Kitchenette facilities, bathrooms, and lift access.</p> <p>Currently available afterhours from 5:30pm Monday-Friday or on Weekends.</p>		<p>connection to a monitor and 2 office chairs</p>
<p>Meeting Room 1 & 2 Combined 71 square metres</p> <p>Meeting Room 1 and 2's operable wall can be opened to combine both rooms that can accommodate more people and provide multi-use.</p>	<ul style="list-style-type: none"> » Capacity as per 4sqm rule: 17 » Capacity as per 2sqm rule: <ul style="list-style-type: none"> • 35 - Theatre style • 18-20 - Classroom style • 20 - Board Room Style » Based on set-up or no restrictions: <ul style="list-style-type: none"> • 40 - Theatre Style • 18-20 - Classroom style • 20 - Boardroom Style 	<ul style="list-style-type: none"> » 10 rectangle trestle tables on wheels » 40 chairs » Digital Display
<p>Meeting room 1 38 square metres</p> <p>Meeting Room 1, with ample tables and chairs available in the adjoined storeroom for easy access for your set up and pack down. Featuring a digital television for presentations, and within proximity to both the shared kitchenette and bathroom facilities on the first floor, this space is a perfect choice for small meetings and presentations.</p>	<ul style="list-style-type: none"> » Capacity as per 4sqm rule: 9 » Capacity as per 2sqm rule: 18 » Based on set-up or no restrictions: <ul style="list-style-type: none"> • 10 - Classroom style • 12 - Board Room Style • 20 - Theatre Style 	<ul style="list-style-type: none"> » Digital display » 5 rectangle trestle tables on wheels » 20 chairs » Whiteboard wall
<p>Meeting room 2 33 square metres</p> <p>Shares a floor to ceiling dividing wall with Meeting Room 1. Meeting Room 2, have ample tables and chairs available, has direct access to the West-facing balcony and is located within proximity to both the shared kitchenette and bathroom facilities on the first floor.</p>	<ul style="list-style-type: none"> » Capacity as per 4sqm rule: 8 » Capacity as per 2sqm rule: 16 » Based on set-up or no restrictions: <ul style="list-style-type: none"> • 10 - Classroom style • 12 - Board Room Style • 18 - Theatre Style 	<ul style="list-style-type: none"> » Whiteboard Wall » 5 rectangle trestle tables on wheels » 18 chairs

The Community Hub also offers

- » Large open reception and foyer area with casual seating, access to tea and coffee facilities – BYO cup encouraged.
- » Access to Public Wi-fi
- » Book Swap
- » Lift access to the upper level.
- » Fully accessible changing place room.
- » Wheelchair accessibility to all areas.
- » Environmentally sustainable design.
- » Town square with abundant seating.
- » Ample parking.

Hire fees and charges 2022

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 hire

Community Service Organisations, member-based organisations, 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 community group registration may be required.

Category 2: Standard hire

Organisation conducting activities for the purpose of deriving a profit including; businesses and private health care providers.

Examples of this type of organisation or agency include registered training organisations, commercial businesses, business activities, private providers such as speech therapy, State and Federal Government agencies, small and home-based business and private health care providers.

Private functions, including invitation only activities, such as birthday celebrations.

Booking and Payments

All hire requests require an online booking form to be completed, please email the centre at selandrach@casey.vic.gov.au to receive the booking link.

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.

Single Event Category 1 and 2 hire

Upon acceptance of the booking a non-refundable deposit of 50% 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 Rate (per hour)

To be considered for Regular Hire Rate the minimum criteria is one booking per month over six months.

Room	Category 1 Community hire rates	Category 2 Standard hire rates
Hall 1	\$40.00	\$55.00
Hall 1 and kitchen	\$50.00	\$70.50
Hall 2	\$30.50	\$43.00
Commercial Kitchen	\$14.00	\$19.50
Commercial Kitchen and Training Room	\$18.50	\$24.50
Training Room	\$10.50	\$14.50
Lounge Room	\$10.50	\$14.50
Meeting Room 1 Only	\$10.50	\$14.50
Meeting Room 2 Only	\$10.50	\$14.50
Meeting Room 1 and 2 Combined	\$17.50	\$24.50
Consulting Room 1	\$10.50	\$14.50
Consulting Room 2	\$10.50	\$14.50

Single Event Hire Rate

Category 1 – Community Hire Rate (Per hour)

After business hours

Room	No alcohol Including support staff	Including alcohol (Up to 100 guests) Support staff, 2 security guards	Including alcohol (Over 100 guests) Support staff, 3 security guards
Hall 1	\$90.00	\$168.10	\$207.15
Hall 1 and kitchen	\$100.00	\$178.10	\$217.15
Hall 2	\$80.50	\$158.60	NA
Hall 2 and kitchen	\$94.50	\$172.60	NA

During business hours

Room	No alcohol	Including alcohol (Up to 100 guests) 2 security guards	Including alcohol (Over 100 guests) 3 security guards
Hall 1	\$40.00	\$118.10	\$157.15
Hall 1 and kitchen	\$50.00	\$128.10	\$167.15
Hall 2	\$30.50	\$108.60	NA
Hall 2 and kitchen	\$44.50	\$122.60	NA

Single Event Hire Rate

Category 2 – Standard Hire Rate (per hour)

During and after business hours.

Room	No alcohol Including support staff	Including alcohol (Up to 100 guests) Support staff, 2 security guards	Including alcohol (Over 100 guests) Support staff, 3 security guards
Hall 1	\$105.00	\$183.10	\$222.15
Hall 1 and kitchen	\$120.50	\$198.60	\$237.65
Hall 2	\$93.00	\$171.10	NA
Hall 2 and kitchen	\$112.50	\$190.60	NA

Additional Fees

Public Liability Insurance Not available with commercial hire	\$15.00
Bond for additional Key and Swipe (regular groups only)	\$100.00
Cleaning Fee (public holidays and facility closure)	\$250.00
Liquor license (The application and cost to obtain the liquor license is at the expense of the hirer and must be provided to the centre)	

Bond

- » A bond will be charged for each room to cover costs of any damage caused during the hire. 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.
- » Bonds paid electronically will be returned via direct deposit upon successful inspection and return of keys and may take up to 4 weeks to be refunded.

Room / Hall	
Hall 1	\$500.00
Hall 2	\$300.00
Training Room, Kitchen, Meeting Rooms and Consulting Rooms	\$100.00
Private Functions	\$1,000.00

Cancellation

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

Regular hire

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 Selandra Community Hub. Any bookings that fall within the seven days will be charged as normal.

Single Event hire

For cancellations 4 weeks or more prior to booking date, the 50% 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 100% cancellation fee of all hire costs associated with the booking will apply.

Contact Details

Please contact the Hub directly with any booking enquiries:

Phone: 03 9709 9615

Email: selandrach@casey.vic.gov.au

Website: <https://www.casey.vic.gov.au/facilities-hire/selandra-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](https://www.casey.vic.gov.au)

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Customer Service Centres

Narre Warren

Bunjil Place,
Patrick Northeast Drive

Cranbourne

Cranbourne Park
Shopping Centre