

SELANDRA COMMUNITY HUB

FEES & CHARGES



2022

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 | \$54.00 | \$74.50 |
| 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 | \$177.10 | \$220.65 |
| Hall 1 and kitchen | \$104.00 | \$191.10 | \$234.65 |
| Hall 2 | \$80.50 | \$167.60 | NA |
| Hall 2 and kitchen | \$94.50 | \$181.60 | 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 | \$127.10 | \$170.65 |
| Hall 1 and kitchen | \$54.00 | \$141.10 | \$184.65 |
| Hall 2 | \$30.50 | \$117.60 | NA |
| Hall 2 and kitchen | \$44.50 | \$131.60 | 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 | \$192.10 | \$235.65 |
| Hall 1 and kitchen | \$124.50 | \$211.60 | \$255.15 |
| Hall 2 | \$93.00 | \$180.10 | NA |
| Hall 2 and kitchen | \$112.50 | \$199.60 | NA |

Additional Fees

| | |
|---|---------|
| Public Liability Insurance - not available with commercial hire | \$15.00 |
| Bond for additional Key and Swipe (regular groups only) | \$50.00 |
| 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 the City of Casey:

Web: casey.vic.gov.au

Email: caseycc@casey.vic.gov.au

Phone: 03 9705 5200

Post: PO Box 1000, Narre Warren VIC 3805

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

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive

Cranbourne: Cranbourne Park Shopping Centre

ABN: 43 320 295 742

