



Ballarat South Community Hub

Managed by the
Ballarat Neighbourhood Centre



Facility Room Hire Cost

- Room bookings and enquiries are made via the [Ballarat Neighbourhood Centre](http://BallaratNeighbourhoodCentre.org.au) website or email: reception@ballaratnc.org.au
- Rooms can be hired in 4 hour blocks (AM, PM or After Hours) or for a full day (8 hours). Some rooms are available after hours and can be hired at an hourly rate.
- Phoenix P12 Community College Accounts Department set pricing and manage all invoicing and payments. To pay by credit card contact the College reception on 5329 3293 and ask to speak to the Accounts Department.

The following is required from all organisations or individuals using the facility:

- The Hirer will organise their own insurances, permits, comply with WorkSafe obligations and other legal requirements for the event or activity they are holding.
- The Hirer is required to comply with the **Victorian Child Safe Standards**, including ensuring appropriate Working with Children Checks and other screening requirements and training.

BSCH Rooms	4 Hour Block AM 8:00 - 1200 PM 12:00 - 4:00 AH 4:00 - late	Hourly Rate After Hours only **	Daily Rate	Cleaning Fee: charged for all bookings#	Bond: paid in advance ###
Meeting room (O30,O50,O60,O70)	\$ 100	\$ 25	\$ 150	\$ 20	N/A
Computer Lab (10 Computers)	\$ 100	N/A	\$ 150	\$ 100	\$150
Half Function room N40 or N50	\$ 150	\$50	\$ 200	\$ 50	N/A
Full Function room (N40 & N50)	\$ 200	\$75	\$ 300	\$ 100	\$ 200
Commercial Kitchen Only ##	\$ 150	N/A	\$ 200	\$ 100	\$ 200
Half Function Room & Kitchen Package ##	\$ 250	N/A	\$ 400	\$ 100	\$ 200
Full Function Room & Kitchen Package ##	\$ 300	N/A	\$ 450	\$ 100	\$ 200

Prices are GST inclusive

** The Executive Officer may reduce or waive rates and fees for community groups depending on room availability.
Note: A community group is defined as a group with no paid staff or no more than 1 part-time staff whose work benefits the community. Community Groups may also need to be auspiced before hiring spaces.

All **Rubbish** is to be removed by the Hirer and not left on site or in the external rubbish bins. An additional cleaning fee will be charged if rubbish is not removed.

When hiring the commercial kitchen, the Hirer will ensure appropriate **Food Safety Compliance** and hold their own business kitchen registration. The Hirer is responsible for cleaning the commercial kitchen to appropriate food safety compliance standards after use. **No user is permitted to rely on the Hub's Certificate of Registration.**

A **Bond** is payable in advance upon signing of the agreement for some rooms. The bond will be returned if there is no damage to the facility and the facility is left clean and tidy with rubbish removed.

Christmas Closure: the facility is closed for 3 weeks over the Christmas Holiday period. The building can be hired however Hirers are required to employ Commercial cleaners and remove all their rubbish.