

ROLEYSTONE NEIGHBOURHOOD FAMILY CENTRE (Inc.)

www.roleyfamilycentre.com.au

ROOM HIRE INFORMATION



19 Wygonda Road, Roleystone WA 6111

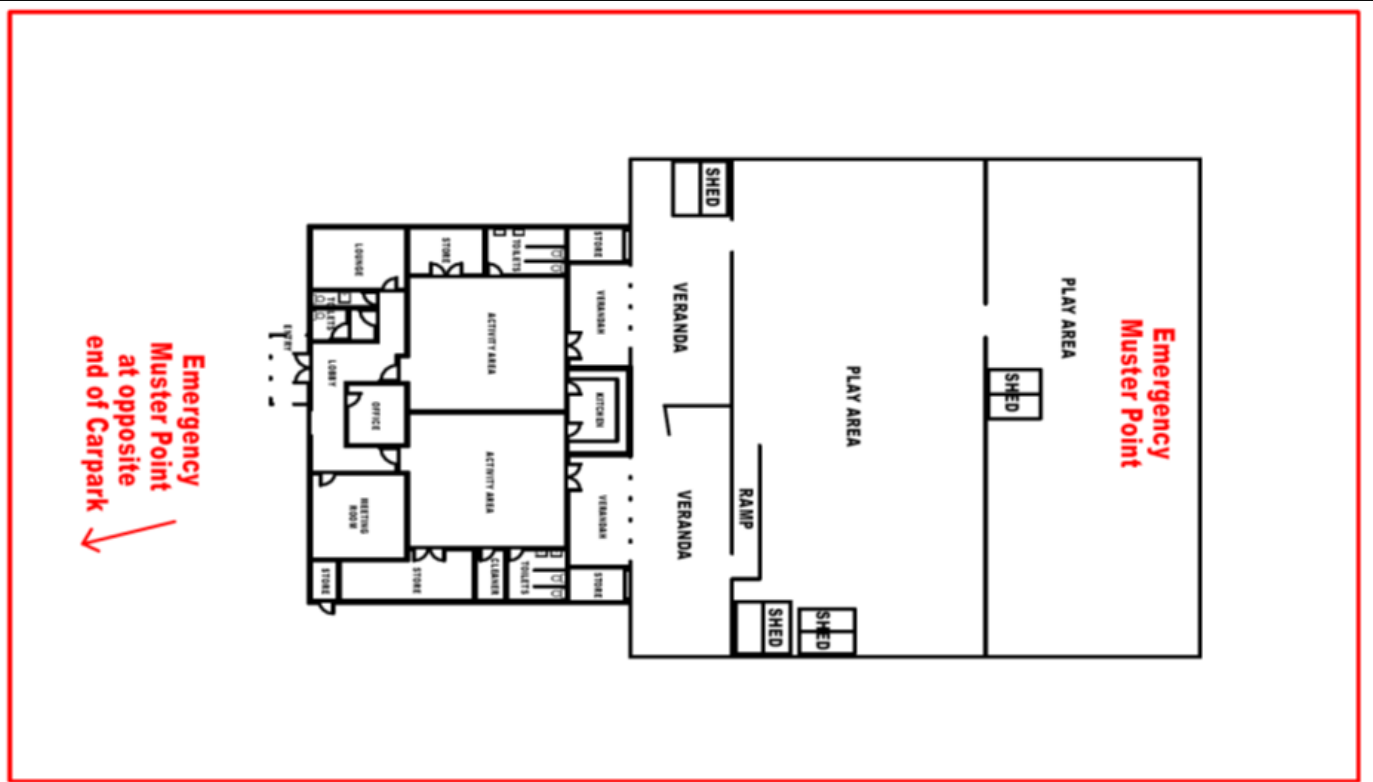
Phone: 94961115 Fax: 94961114

Email: manager@roleyfamilycentre.com.au

A.B.N: 96 410 967 416

Rooms Available For Hire

ROOM	CAPACITY - as per Health Regulations (public building)
Large Activity Room (Any early childhood events held in Large Activity room has a capacity of 40 (20 Adults—20 Children)	65
Meeting Room	25
Lounge Room	15



Who May Hire The Rooms?

*The Manager and or Committee reserve the right to refuse any room hire.

Type of User	Description
Community User	<ul style="list-style-type: none"> • An Individual member of the public of the age of 18 years and over. (Not available for 16th-21st celebrations) • A not for profit organisation using for a not for profit activity.
Commercial User	<ul style="list-style-type: none"> • Individuals for financial gain • Government Departments • Businesses

Room Hire Costs

Room hire costs to be reviewed by the RNFC Committee July of each year.

Room Type	Community User	Commercial User
Large Activity Room	\$9.50 per hour (inc. GST)	\$12.50 per hour (inc. GST)
Meeting Room	\$8.50 per hour (inc. GST)	\$11.50 per hour (inc. GST)
Lounge Room	\$8.00 per hour (inc. GST)	\$11.00 per hour (inc. GST)

Bond for Hire

A bond is required to be paid prior to the function:

- Day time hire - \$100.00 (up until 5pm)
- Evening hire - \$300.00 (5pm – midnight)

Conditions of Hire

- A responsibilities agreement must be signed prior to function
- Capacity numbers to be adhered to at all times
- Please enter and exit by the front door, or the side gate only – except in an emergency
- Permits to sell liquor must be obtained from the Licensing Court, Armadale (at the hirer's own cost). Hirer's permits should be posted in the kitchen and removed prior to leaving the premises.
- Noise must be kept at a respectful level and contained within the building from 10.30pm
- All private catering equipment and personal belongings must be removed the same day/night of the hire
- RNFC furniture must not be removed from premises
- No other rooms must be used without prior booking

Cont'd

- The Family Centre building and playground areas are NO SMOKING zones including 5 metres from the main entrance door
- Floors must be swept. Mopped if necessary
- No dirty dishes must be left in sink or on the benches (to be returned clean to appropriate storage places)
- The oven and microwave must be left clean
- Any equipment used must be put away in a clean condition
- All rubbish bins must be emptied and rubbish placed into large outside bins
- All toilets / baby change area must be left in a clean condition
- All lights, fans, heating or air conditioning must be turned
- If used the outside paved area must be swept and rubbish removed
- The hirer must ensure the building is secure prior to departure (check all gates, windows and doors)
- Vacated building by midnight

Extra Costs to the Hirer that may occur

- The replacement costs of any missing or broken equipment and or fittings
- Any extra cleaning needed.

Keys must be returned the following working day unless prior arrangements have been made.

All faults or damage to the building or equipment must be reported to The Family Centre Office (between 9am & 3pm, Monday – Friday)
Phone 9496 1115.

BBQ Hire \$ 5.00

Conditions of Hire

- Must not leave the premises
- Must be left clean
- Ensure gas is turned off and disconnected
- Any faults to be reported to the Centre Manager

*Thank
you*