

BUILDING 2 ROOM HIRE RATE 2020

Community Hire Rates: (voluntary and not-for-profit groups)

General Hire Rates: (individuals, private, business, councils, government, political)

ROOM/SPACE		HOURLY HIRE RATE		BOND
OFFICE 1	Room Hire (Contract – 3, 6, 12 months) Permanent \$200 per week		\$500	
	Workstation (Contract – 3, 6, 12 months) Permanent \$50 per week			
	Casual workstation (you need to make a booking) \$20 per hour			
OFFICE 2	Room Hire (Contract – 3, 6, 12 months) Permanent \$100 per week		\$200	
	Casual workstation (you need to make a booking) \$20 per hour			
	Community Rate	General Rate		
MAIN HALL	\$28 per hour.	\$33 per hour	Parties \$500 Other* \$150	
FISH BOWL	\$23 per hour.	\$28 per hour	Parties \$500 Other* \$150	
COMBINED MAIN HALL AND FISH BOWL AREA	\$40 per hour.	\$55 per hour	Parties \$500 Other* \$150	
THE STUDIO	\$18 per hour.	\$25 per hour	Parties \$500 Other* \$150	
OFFICE 3 WITH RECEPTION	This space is available to be rented on a permanent basis (12 months or 6 months). Short term rental can be negotiated. Casual rental \$20 per hour.		\$100	
COMMERCIAL KITCHEN	\$25 per hour.		Parties \$500 Other* \$150	
Additional Information :				
Bonds	Other* refers to Small Community events and functions and children's parties concluding before 5 pm. Bonds are payable for After Hours (After 5 pm) or Weekend usage.			
Party Rate	Parties will be charged at the General Rate. Special Events/Performances – Please refer to the separate Terms and Conditions and Hire Rates applicable to this type of hire.			

ROOM DESCRIPTIONS:

Office 1

Carpeted Office Space approximately 5 metres x 3.5 metres. This office is furnished and has blinds and is air-conditioned. It is located just inside the Main Door to the building. It can also be used as a small meeting room accommodating up to 10 people.

Office 2

One 4 metre x 2.6 metres carpeted room furnished with sofas. Suitable for use as an interview room and/or counselling room.

Main Hall

17.8 metres x 10.5 metres. This is an events and performance space. It has a polished floor and tables and chairs are available. Seating up to 150.

Open Plan Area

This is an open plan space approximately 12 metres x 8 metres. It is a carpeted area, has a servery and would possibly be suited to activities such as yoga or pilates.

Combined Open Plan Area and Main Hall

The divider between the Main Hall and Open Plan Area can be lifted to provide a large combined space with access to the Kitchen and Servery areas. It is ideal for performance combined with a reception area.

Kitchen**

The kitchen is a 5.7 metres x 3.7 metres room and is fitted out as a commercial grade kitchen. Equipment available includes fridge, stove, microwave cooker, etc. Access is on a shared basis and is available to all room hirers. Exclusive usage is available and must be negotiated prior to hiring and will incur a separate hiring fee.

Art Space

This is an open plan space approximately 6 metres x 5.7 metres. It has easy access to the outdoor area and would be suitable for playgroups, art classes, children's school holiday programs and exhibitions. Outdoor furniture and storage space are available. Good access to kitchen.

Health Care/Therapies Room

This is a suite of rooms consisting of an office, waiting room and toilet. (3.6 metres x 6.9 metres in total). The rooms are suitably furnished and are available for long term rental.

EQUIPMENT AVAILABLE FOR HIRE:

1	Projector, laptop, screen	\$4 per hour for each item up to a maximum of \$14 each item
2	Microphone & Speaker (not cordless)(portable)	
3	Lecturn	No charge

The following is a summary of Kincumber Neighbourhood Centre's Hire Agreement:

HIRE FEES

- Fees/rates listed are per hour.
- Day rates are between 9am and 5pm Monday / Friday, excluding Public Holidays.
- The use of the kitchen and playground are available to all room hirers. Use of kitchen is for heating food and washing up purposes only.
- Kitchen rates** are for hirers wishing to have sole use of the kitchen .A cancellation fee is charged if bookings are cancelled less than two days prior to the date of hiring for casual hirers, and less than one week to the date of hiring for permanent hirers.
- **Please Note:** The building is a shared, Multi-purpose facility and as such, hirers are required to be respectful of other users of the building.

KEYS/BOND/PAYMENT:

- Casual hirers (hiring up to six times per calendar year) payments must be finalised three days prior to the booking.
- Regular hirer's payments must be finalised two weeks in advance of booking.
- All hiring payments must be in cash / or EFT.
- Keys may be collected when payment is made and are to be returned to KNC the following working day between 9.00am and 3.45 pm
- Bonds are required for all hire when an access key is issued.
Bonds are payable by EFT, cash or cheque only. We do not have EFTPOS or Credit card facilities on site.
- The Bond is refundable by cheque or direct deposit on return of the keys, subject to the condition of the centre following the occasion of hire.
- Any expenses incurred by KNC due to lost or damaged keys will be either deducted from the bond or will be invoiced direct to the hirer.

KINCUMBER NEIGHBOURHOOD CENTRE - BANKING DETAILS

Bank : Bendigo Bank BSB : 633000 Account Number 159961820

Please put your last name as a reference on the transfer to identify the booking.

GENERAL CENTRE USE

- The Kincumber Neighbourhood Centre does not, at any time, hire the Yirang building for youth parties, youth ages from 16 to 24 years. Other parties are approved at the discretion of the Manager.
- **No noise** applies after 10.30pm Monday to Friday and 11.30pm on Saturday and Sunday nights. (Noise is loud and/or excessive sound which disturbs the tranquillity of residents in the surrounding area.) This is a Central Coast Council requirement.
- To conform to government regulations **smoking is not permitted** within the Yirang building,, Kincumber Neighbourhood Centre Main building or surrounds.
- No alcohol will be sold on the premises unless authorised by the Manager of KNC.
- If alcohol is consumed on the premises, it must be confined to the hired area. No alcohol is to be consumed in the car park.
- Adherence to the Liquor Act 1982 Section 114(4) states: A person shall not give or sell alcohol to a person under-18 years. Secondary supply laws apply to all people who use the facility, both hirer and guests. For further information contact the Licencing Police on 4323-5599.

Insurance

- All hirers must provide a copy of their current Public Liability Insurance. If this is not available, please discuss this with the Centre Manager.