

## ROOM HIRE AT CITIPLACE COMMUNITY CENTRE 2022-2023

ROOM NAME	CAPACITY	EQUIPMENT	HIRE RATE	COMMERCIAL GST INC	COMMUNITY GST INC
Large Conference Room	Standing or theatre-style: 80 Seated at tables: 40	-10 Tables -80 Chairs -Interactive television/computer screen (BYO laptop) -Urn provided on request if available	Hour:	\$75	\$37
			½ day:	\$150	\$72
			Full day	\$300	\$140
Small Conference Room	Standing or theatre-style: 45 Seated at tables: 20	-First floor, accessible by lift or stair -5 Tables -45 Chairs, -Interactive television/computer screen (BYO laptop) -Boiling tap -Microphone and hearing loop on request	Hour:	\$50	\$20
			½ day:	\$100	\$40
			Full day	\$150	\$60
Small meeting Room	11	-First floor, accessible by lift or stair -2 Tables seating 8 -11 Chairs, -Hot water tap available in upstairs foyer	Hour:	\$35	\$15
			½ day:	\$50	\$20
			Full day	\$80	\$30
Dining Room (limited hours)	Standing or theatre-style: 190 Seated at tables: 100	-25 Tables -190 Chairs -Television -Cold water dispenser -Urn provided on request if available -portable microphone on request -Grand piano – written permission required	Hour:	\$105	\$50
			½ day:	\$75	\$37
			Full day	\$150	\$72

Please see next page for important general room hire information.

## ROOM HIRE CITIPLACE COMMUNITY CENTRE – GENERAL INFORMATION

**Suitability:** The Community Centre is suitable for meetings, classes, and group functions. It is generally booked for regular meetings, but one-off bookings are possible. Functions with alcohol require the written permission of management after a discussion. An occasional liquor license may be required, which is the hirer’s responsibility.

**Location:** Citiplace Community Centre is located on the first floor (upper level) of the Central Perth Train Station, bordered by Barrack St, Roe St, Wellington St, and the station.

**Transport and Parking:** Train station is on site, Perth bus station is 500M away. The facility is on the Blue, Red and Yellow CAT bus routes. Citiplace Car Park is a part of the concourse – see [www.cityofperthparking.com.au](http://www.cityofperthparking.com.au) for rates. There is a loading bay next to the Dining Room door.

**Access:** Access to the concourse is by lift or stairs from Wellington St or the Train Station, or by footbridge from the Cultural Centre to the South. Once inside, the Centre’s second floor is accessible by lift or stairs. The Centre has ambulant and wheel-chair accessible toilets. The Small Conference Room has an audio loop.

**Insurance:** Any organisation hiring the room must present a certificate of currency for public liability insurance. Genuine private individuals may not require insurance.

**Safety:** Children must be strictly supervised and must not be allowed to wander the Centre or concourse. Any electrical appliances to be brought on site must be tagged and tested. Send a list of the equipment with photos of tags and tag expiry dates to the Supervisor by the business day before the event. Please request an urn if hot water is required. Care should be taken with urns and hot water taps. Access to the kitchen, office, reception area, craft stall, bin room, and all rooms not specifically hired -- apart from toilets and the downstairs foyer—is not permitted at any time.

**Operating hours and keys:** The Centre is open to the public Monday to Friday 8:00AM to 4:00PM. Access outside these hours requires a card key. A Key bond of \$60 may be payable. Out of hours, hirers will need to station a person at the door to admit guests as they arrive.

**Catering:** The Centre operates a dining room serving home-style food 8:30AM-3:00PM. A variety of catering options are available including breakfast, morning/afternoon tea, lunch, and 3-course meals. Drinks, snacks and meals can be delivered to rooms—see Catering Menu. It may be more convenient to reserve a table in the Dining Room for the period after your meeting has concluded. All catering must be arranged at least 5 working days in advance; more notice may be required for larger functions.

**Payment:** Room hire is payable in advance by cash, card, direct debit or bank transfer. Proof of the organisation’s not for profit status is required to be charged the “Community” rate. Cancellation fees may apply.

**Cleaning:** Hirers are required to place all rubbish in bins provided and wipe tables with cleaning materials provided. There is no cleaning service over the weekend and after hours; we rely on hirers to leave rooms as they would wish to find them. Cleaning fees may apply for rooms left in an unacceptable state.

**Next steps:** Please ring the friendly staff at Citiplace Community Centre on 08 9461 3550 for information on room availability and facilities, and to arrange a site visit prior to hiring.