

Location address: 125 Union Road

Ascot Vale 3032

Business address: 13a Wingate Avenue

Ascot Vale 3032

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**Wingate Community Hub Hall Hire Application Form**

**DATE:**

**NAME OF ORGANISATION:**

**DATES OF USE:**

**DAYS:**

**TIMES:**

**APPROXIMATE NUMBER OF PEOPLE ATTENDING:**

**INDICATE THE ROOM YOU PREFER:**

**PURPOSE OF USE:**

**OTHER REQUIREMENTS (IF ANY):**

**CONTACT NAME:**

**CONTACT NUMBER:**

**EMAIL:**

**Wingate Community Hub Rooms for Hire**

Hours of operation at the Community Hub are flexible and run 7 days per week, day and evening. The Community Hub has three medium sized rooms, one of which is a computer lab, plus a small kitchenette and disabled toilet facilities.

Union Road Community Hub offers the following space for hire:

|  |  |
| --- | --- |
| Rooms | Seating Capacity |
| Room 1 | 12 people |
| Room 2 | 20 people |
| Computer Room – Computer classes | 8 workstations |
| Computer Room – non computer class | 10 people |
| Days | Hours |
| Monday - Friday | 9.00am to 9.00pm |
| Saturday - Sunday | 9.00am to 9.00pm |

**Wingate Community Hub**

**Fees and Charges 2015**

|  |  |  |
| --- | --- | --- |
| Regular Hire Fees | Not for profit | Commercial |
| Classroom 1 per hour | $20.00 | $40.00 |
| Classroom 2 per hour | $25.00 | $45.00 |
| Computer room per hour | $25.00 | $45.00 |

|  |  |  |
| --- | --- | --- |
| Casual Hire Fees | Not for profit | Commercial |
| Classroom 1 per hour | $25.00 | $45.00 |
| Classroom 2 per hour | $30.00 | $50.00 |
| Computer room per hour | $30.00 | $50.00 |

|  |  |
| --- | --- |
| Equipment Hire | Charge per booking |
| Data projector | $25.00 |
| Additional cleaning fee | Determined by management |
| TV and DVD player | $20.00 |

**Hire conditions**

Please note all venues require hirers to provide proof of $5 million public liability insurance. Public liability insurance can be waived for not for profits, at the discret6ion of the management committee.

All room bookings must:

* Agree to abide by the conditions of use set down by the Wingate Avenue Community Centre Committee of Management
* Agree to abide by and enforce the Centre’s Code of Conduct

**METHOD OF PAYMENT –** *Please tick one of the following*

Payment will be made prior to the booking date

Please invoice (please note an additional $20 administration charged will be added if an invoice is required)

**NAME AND ADDRESS OF ORGANISATION IF YOU REQUIRE AN INVOICE**