

# Berkeley Community Centre

## About the Centre

Located at Winnima Way, Berkeley, the Centre is accessible by both public and private transport. The Centre has a hall, three meeting rooms and office space available for hire. The Centre is managed by Berkeley Neighbourhood Centre Incorporated.

## For bookings, contact Berkeley Neighbourhood Centre Inc.

**Inspections:** Monday to Thursday 9am to 5pm, Fridays 9am to 12:30 pm.

**Phone:** 4271 1661 **Fax** 4272 1007 **Email:** [bookings@bncci.org.au](mailto:bookings@bncci.org.au)

## CAPACITY

COMMUNITY HALL	MEETING ROOM 1	MEETING ROOM 2	MEETING ROOM 3
178 theatre style	20 theatre style	30 theatre style	80 theatre style
150 table seating	12 table seating	12 table seating	60 table seating
240 cocktail (standing)	45 cocktail (standing)	45 cocktail (standing)	88 cocktail (standing)
<b>OFFICES 1, 2 &amp; 3</b>			
Office space only			

## ROOM SIZES

COMMUNITY HALL	MEETING ROOM 1	MEETING ROOM 2	MEETING ROOM 3
Length 14.5 metres	Length 9 metres	Length 9 metres	Length 11 metres
Width 16.5 metres	Width 5 metres	Width 5 metres	Width 8 metres
Height of ceiling (excluding air-con unit) 4.775 metres			
<b>OFFICES 1, 2 &amp; 3</b>			
Length 4.3 Width 2.6			

## TABLES & CHAIRS

**Number of tables:** 38 **Table size:** 1800mm x 750mm. (Seats 6/8 people)

**Number of chairs:** 200 (Black)

## TECHNICAL

PA and AV specs available on application.

- Overhead projector
- Whiteboard and stand
- TV & DVD player

## HOURS OF HIRE

The centre can only be hired until 12 midnight and must be vacated by this time.

## KITCHEN FACILITIES

Kitchen facilities are available in each community room and include hot water system, crockery and cutlery. A cooker and refrigerator are only available in the Community Hall kitchen.

## GARBAGE REMOVAL

There is no garbage removal service available for hirers. Garbage must be removed from the halls/rooms and taken away by hirer.

## PARKING

There is onsite parking for 16 cars and 4 Accessible parking spaces

## SET UP & PACK DOWN

No set up service can be provided for this venue. Hirers are required to leave the room as they found it. Please refer to Terms & Conditions of Hire.

<b>FEES AND CHARGES 2019-2020</b> PHONE: 4271 1661 Winnima Way Berkeley NSW 2506	FUNCTIONS	ALL OTHER ACTIVITIES	
	Social functions, weddings, balls, plays, dinners, exhibitions, dances, etc. This rate applies to non-profit and other organisations for all functions.	NON PROFIT ORGANISATIONS (Community based and charity organisation for non function activities)	ALL OTHER ORGANISATIONS (Commercial, private, Government departments etc for non function activities)
• Preparation and clean up time	1/2 hourly rate		
• Function raising funds for a registered Charity or Public appeal	Less 25%	Per Hour	Per Hour
<b>Community Hall</b>			
• High Risk Bond	<b>\$600.00</b>		
• Bond	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$300.00</b>
• Hourly Rate (6am - midnight)	\$35.50	\$13.00	\$17.00
<b>Meeting Room 3</b>			
• High Risk Bond	<b>\$400.00</b>		
• Bond	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>
• Hourly Rate (6am - midnight)	\$25.00	\$9.50	\$16.00
<b>Meeting Room 1</b>			
• Bond		<b>\$100.00</b>	<b>\$100.00</b>
• Hourly Rate (6am - midnight)		\$8.50	\$12.00
<b>Meeting Room 2</b>			
• Bond		<b>\$100.00</b>	<b>\$100.00</b>
• Hourly Rate (6am - midnight)		\$8.50	\$12.00
<b>Office 1, 2 or 3</b>			
• Bond		<b>\$100.00</b>	<b>\$100.00</b>
• Hourly Rate (6am - midnight)		\$6.00	\$8.00
• Daily Rate (9am to 5pm)		\$22.00	\$29.00
<b>Office 4</b>			
• Bond		<b>\$100.00</b>	<b>\$100.00</b>
• Hourly Rate (6am - midnight)		\$6.00	\$8.00
• Daily Rate (9am to 5pm)		\$22.00	\$29.00

Fees & charges **may change**. Refer all enquiries to the office to clarify which category applies to your group.