

# Campbelltown Function Centre

**Bookings 8366 9255**

**172 Montacute Road, Rostrevor (Behind Council Office)**

**[www.campbelltown.sa.gov.au/halls](http://www.campbelltown.sa.gov.au/halls)**

**[mail@campbelltown.sa.gov.au](mailto:mail@campbelltown.sa.gov.au)**

## 2023/2024 HIRE FEES

	<b>Fee GST Inc</b>
<b>Whole Venue – Function Area 1 Capacity 200</b>	
Monday-Friday (half day) 9.00am-1.00pm, 1.00pm-5.00pm or 6.00pm-10.00pm	\$394
Monday-Friday (per day) 9.00am-12.00am	\$768
Saturday 9.00am-12.00am	\$1,000
Sunday 9.00am-12.00am	\$1,000
Bond	\$1,000
<b>Function Area 2 Capacity of 65</b>	
Monday-Friday (half day) 9.00am-1.00pm, 1.00pm-5.00pm or 6.00pm-10.00pm	\$170
Monday-Friday (per day) 9.00am-12.00am	\$313
Saturday 9.00am-12.00am	\$506
Sunday 9.00am-12.00am	\$506
Bond	\$1,000
<b>Meetings/Seminars (including AV hire)</b>	
Monday-Friday (per hour with minimum of 3 hours hire)	\$180
<b>Additional Fees</b>	
Set Up Fee (access after 6.00pm on the day prior to booking)	\$100
Set Up Fee (access after 1.00pm on the day prior to booking)	\$150
Failure to remove equipment from venue following hire without prior permission (This will be held from the bond after hire should it occur)	\$200

# FREQUENTLY ASKED QUESTIONS

## **How do I book the Campbelltown Function Centre?**

Once you have a date in mind please email [mail@campbelltown.gov.au](mailto:mail@campbelltown.gov.au) or call 8366 9255 to submit your enquiry.

Once a booking has been confirmed, you will be issued with a hire permit containing all the information needed with regards to payment, collection of keys and conditions of hire.

Note: Tentative bookings will only be held for 14 days.  
No 18th's, Bucks or Hens nights.

## **Can I view it?**

Yes. Bookings essential. Please call 8366 9255 to organise a time to view the Campbelltown Function Centre.

## **What is the latest I can book?**

A minimum of 14 days before the date you wish to book.

## **How much is it to hire?**

To view our hire and bond fees please refer to Council's Fees & Charges Schedule.

## **How do I pay?**

Payment of both hire and bond is due two weeks prior to the function. Full payment must be received and the hire permit approved before the keys can be collected for the function. The fees are payable on invoice which will be sent out with an approved copy of your hire permit. The invoice can be paid in person at Council Office, by mail via cheque, by EFT or as an online payment..

## **Can I cancel my booking?**

Yes. Cancellations are to be made as soon as possible. If payment has been made, both hire and bond will be refunded. Cancellations can be made in person, via phone or email.

## **How and when do I get my bond refunded?**

The venue is checked before hire and will be checked again after hire to ensure that no damage has been caused. If everything is ok and the conditions of hire have been met, the paperwork for the bond refund will be processed the next business day. Bonds are refunded via EFT, so please make sure that you have submitted the form with your bank account details (name, BSB and bank account number).

Note: Damaged carpet tiles will be charged at \$50 per tile.

## **Where and when do I get the keys?**

For weekend hire, keys must be collected on the Friday prior to hire by 5pm from Council's Office at 172 Montacute Road, Rostrevor.

For weekday hire, keys can be collected after 8.45am on the same day of hire. Please note that early collection of keys does not provide early access to the venue.

Note: Full payment and hire permit approval is required before keys can be collected.

## **When and how do I return the keys?**

An after hours chute is located to the left of the front doors of Council's Office at 172 Montacute Road, Rostrevor. Keys can be deposited in there after your function. All keys must be returned to Council's Office prior to Monday morning after weekend hire.

## **Am I allowed to go in early?**

No. The hire fee does not allow for set up the night before nor access the following day. Doing so may interfere with other hirers and this may affect your bond. If you require early access please contact Council's Hiring Officer to discuss your options.

To view set up fees please refer to Council's Fees & Charges Schedule.

## **Am I allowed to return the following day to clean up?**

No. You must clean the venue prior to vacating the hall as per the conditions of hire. If you have hired equipment such as a Juke Box, please discuss pick up options with Council's Hiring Officer.

Note: Failure to remove equipment at the agreed time is a breach of the conditions of hire. To view fees associated to this please refer to Council's Fees & Charges Schedule.

## **Are tables and chairs supplied?**

The venue offers the following:

- 30 Rectangle Tables (1.8m x 750mm)
- 20 Round Tables (1.8m diameter)
- 5 Small Square Tables (600mm x 600mm)
- 200 Chairs
- 6 Cocktail Tables

Note: Highchairs and seating for children is not supplied. Table linen is not supplied. Tables and chairs must be wiped down after your function and returned to the appropriate storage areas. No furniture is to be left outside on the decking before or after the function. All furniture must be secured inside the venue.

## **Can I cook outside?**

Cooking is not permitted outside the venue. If you are considering using professional caterers that intend on cooking from within a vehicle outdoors please contact Council's Hiring Officer.

## **Is there cutlery, crockery or linen supplied?**

No cutlery, crockery or linen is supplied. This will need to be arranged by the hirer.

## **Does Council provide bar or waiting staff?**

Council staff do not work at functions. Bar and waiting staff that are required need to be arranged by the hirer at their expense.

## **Do we have to supply toilet paper and soap?**

Toilet paper will be supplied in all toilets and all hand soap dispensers will be filled.

## **What time do I have to have the music off?**

Music must be turned off at 12.00 midnight. Please consider the proximity of neighbouring properties.

Note: This venue has been fitted with a Noise Control Devices to ensure that sound is kept to reasonable levels within the facility. Noise must also be kept to a minimum outside the venue, including in the car park areas, so please ask guests not to congregate outside. If you hire Area 2 and have sound equipment, please ensure that it is not placed on the decking area and that speakers are not facing outwards/towards the creek. Large amplification equipment is not permitted in Function Area 2.

# FREQUENTLY ASKED QUESTIONS

## **Do we have to mop the floors?**

Yes. The venue must be left in a clean and acceptable state, including the floors. Mop, bucket and brooms are supplied to ensure that any drink spills or food spills are cleaned up promptly. Please don't use cleaning products on the parquetry floor, warm water is sufficient.

It is not necessary to vacuum the carpets but please ensure all spills are soaked up. If it's necessary to replace carpet tiles, these will be deducted from your bond at a cost of \$50.00 per tile.

If you are using candles please make sure that they are cooled prior to removal. Wax spilt on the furniture and flooring is difficult, costly and time consuming to remove (refer to notes regarding bond refund).

## **Can we use caterers?**

Yes. You are welcome to engage a caterer of your choice.

## **Can we stick things on the walls?**

No. To prevent permanent damage please do not stick decorations or signage to the walls, ceiling or glass. Damage to any surfaces may affect your bond. Table centrepieces and weighted balloons are a simple alternative.

## **What do we do with our rubbish?**

Kitchen bins are provided with liners and this rubbish is to be placed in the Council bins provided outside the hall in the bin enclosure. Bottles and cans can be placed in boxes alongside the bins or you can take these with you.

## **Is there AV/Media equipment?**

Audio visual/media equipment is available in Function Area 1. This allows for the use of music and slideshows with PC or iPod, have a live band or DJ. Two cordless microphones with charger are also supplied. This is optional.

For business purposes or presentations there is a lectern and whiteboard available for free use.

## **Can I hire equipment to use for the function?**

Yes you can arrange to hire anything for your function at your own cost. Please advise Council's Hiring Officer should you need access for deliveries and will be having a late collection of items. Where possible, please ensure that items are collected after the function. If they have to be left in the venue it may interfere with other hirers users or a fee may be deducted from your bond.

## **Can we engage our own cleaner?**

As part of the hire agreement, the venue has a time that the functions must cease and the venue must be cleaned prior to leaving. There is no access the next day for cleaning purposes. If you wish to engage a cleaner this is done so at your own expense.

## **Is there a commercial kitchen?**

Function Area 1 has a kitchen containing a commercial dishwasher, double electric pizza oven, gas top with hot plate, dish warmer, electric oven, gas pasta cooker, pie warmer, microwave, preparation space, wash area, deep freezer and cool room.

Function Area 2 also has a kitchenette with dishwasher, microwave inverter, pie warmer, preparation and wash up area and bar fridge. Function Area 2 does not have access to the large kitchen or bar area.

Please consider your catering requirements.

## **Do we have to clean the kitchen?**

Yes, the kitchen must be left in a clean and acceptable state. Fridges, freezer and cool room emptied, rubbish in the bins provided, bench tops/sinks wiped down and all personal items removed.

## **Do we need security guards?**

For you and the safety of your guests, and for the protection of our assets, it is advisable, but not compulsory to have security engaged. On the Council website there is a link to SA Police's Party Safe publication which has some sensible suggestions for holding a safe and enjoyable event.

## **Can I put up a Jumping Castle?**

No jumping castles are allowed in or around the venue.

## **Is there access for all?**

Yes. There is a fully accessible toilet on the ground level.

## **Do we need a liquor licence?**

If you're supplying alcohol to your guests or they're bringing their own, there is no need for a liquor licence. However, if you are selling alcohol, you must apply for a limited liquor licence through Consumer and Business Services on 131 882 or [www.cbs@sa.gov.au](http://www.cbs@sa.gov.au).

Please familiarise yourself with new laws relating to underage drinking (supply of alcohol to minors).

## **Is there filtered water?**

Yes. In the bar area there is a filtered water tap.

## **Are cleaning products provided?**

There is a broom, mop, bucket, dustpan dust mop and sweeper.

Cleaning products such as cloths and disinfectant are not provided. These must be supplied by the hirer.

## **Is after hours assistance available?**

Council has an emergency after hours number that you can contact if there is an issue with electricity, plumbing, water supply, alarm or similar. The after hours number is 7071 3701.

## **Is there enough carparking?**

The surrounding carpark area has a capacity for 130 vehicles (including disability access carparks).

## **Anything we missed?**

If you require any further information please contact Council's Hiring Officer on 8366 9255.

# FLOORPLAN

