

# EAST PRESTON COMMUNITY CENTRE



## SPACES FOR HIRE

### Meeting Room

Small room with a capacity for 4.

### Program Room 1

Contains a kitchen and capacity for 14 people. Access to the small courtyard.

### Program Rooms 2 and 3

Rooms can be hired as one large room or two smaller rooms. Combined capacity to seat 40. Access to large courtyard and kitchenette.

### Office

Capacity to seat 2 and can be accessed by organisations who have signed a Memorandum of Understanding.

## OPERATIONAL HOURS

The East Preston Community Centre operates:

### Monday to Friday

9am – 5pm

All afterhours booking must have a signed Memorandum of Understanding with Council and are accepted between:

### Monday to Friday only

5pm – 10pm

## VENUE EQUIPMENT

Program Room 2 has a projector, screen and laptop. Furniture available includes: 60 Chairs, 8 large tables, 5 small tables, whiteboard and Wi-fi.

## KITCHEN

The kitchen has a standard fridge/freezer, commercial stove/oven combo, microwave, zip tap, sink and bench space. The kitchen area is a community access area. Please note the kitchen is for heat and serve purposes only.

## PARKING & PUBLIC TRANSPORT OPTIONS

Street parking. Onsite disability park. Buses 382, 556, 566 and 567 (within 300m). Northland Shopping Centre is 850m away.

## ADDITIONAL INFO

Public Liability Insurance Cover is required to hire this Space. This Centre upholds Council's Single-Use Plastic Free Events Policy. Self-access. Set-up and pack-up are the responsibility of the hirer.



## EAST PRESTON COMMUNITY CENTRE

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If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.

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