

FAQ's about the Clyde & Donald Street Halls and Fairfield Community Room

- **Can I have a party?**

The only parties that we book, is birthday parties for primary school aged children (5-12 years). This is only at the Clyde Street Hall. Clyde Street has a fully enclosed outside play area.

- **What are the Halls used for?**

The Halls can be used for a range of activities. These include meetings, seniors groups, gentle exercise/yoga/Pilates/fitness classes, dance classes, church groups, and girl-guide groups. Council's aim is to promote community participation through the hire and use of these facilities.

- **How big are the Halls?**

Clyde Street Hall: 15m x 8m. Holds a maximum of 50 people

Fairfield Community Room: 12.5m x 10m. Holds a maximum of 48 people

Donald Street Hall: 13.5m x 8m. Holds a maximum of 40 people

- **How much does it cost to hire a community hall?**

Current hire fees for the 2014/15 financial year: for Clyde, Donald and Fairfield Room.

Non for profit groups/Darebin based groups: \$9.00 per hour

Profit groups/Non Darebin based: \$20.00 per hour

Children's Birthdays: \$28 per hour

Bond: \$100.00

Cleaning Fee: \$45 (for children's parties)

Public Liability Insurance – price differs depending on size of group and how many hours venue is hired for.

For example: 21-30 people costs \$36.30, 31-40 people costs \$48.40.

- **How do I book a hall?**

Call the business support officer on 8470 8110 and see if there is a venue available when you would like it.

Please read the policy and guidelines and complete the application form and email form to

community.facilities@darebin.vic.gov.au

The Community facilities officer will contact you regarding your application and provide you with the total cost of hire along with confirmation of your booking.

- **How do I get into the hall?**

A swipe card/key is issued to the hirer up to 2 days before the date booked.

There is a bond of \$100 required for the swipe-card. All costs are to be paid when you pick up the swipe-card.

Swipe-card pick up and payment is made at Customer Service 274 Gower Street Preston

The community halls are not staffed; therefore the hirer is responsible for the hall and the safety of all people within the facility.

- **Can I have Food and Drinks?**

You can bring food and drinks into the venue, but there is no capacity for preparing food. The kitchenette can only heat and serve. Alcohol is not permitted anywhere on the premises, inside or out.

- **What comes with the hall?**

All the venues have a kitchenette with an oven, fridge and microwave. There are also trestle tables and chairs.

- **What times can the hall be booked?**

The Community Halls are available for hire at the following times:

Sunday to Thursday hours are from 9am to 10pm.

Fridays and Saturdays times are from 9am to 11pm.

- **Are there any other halls that can be hired?**

You can find out information about all the Council owned and managed venues within Darebin on the City of Darebin website - <http://www.darebin.vic.gov.au/Discover-Darebin/Spaces-and-places/Venues>
There is also the Community Directory www.darebin.org which lists venues and meeting spaces for hire within Darebin. This includes church halls, scout halls, neighbourhood houses and so on.