



Vermont South Learning Centre

Karobran Drive, Vermont South 3133

Phone: 9803 2335

Email: info@vslc.org.au Web: www.vslc.org.au

Function Room Hire Information Handbook



The Function Room is available to hire for meetings, family gatherings, parties, educational programs, conferences, and most types of events (with the exception of teenage and 21st parties).



HIRE RATES

- Hire rate: **\$40.00** per hour
- Public Liability Insurance: **\$15.00** per hire
Please note: There is a \$250.00 excess associated with the policy that will need to be paid if an incident occurs.
- Toy Party Pack (optional): **\$30.00** per hire
- Event Banner (optional): **\$15.00** per hire

HIRE CONDITIONS

- Cancellation Policy: A \$20.00 administration fee applies to all cancellations. If cancellation occurs with less than 4 weeks notice, 50% of total payment will be retained.
- Minimum booking of 2 hours. Set up time and clean up time needs to be calculated into your room hire time.
- Payment is required at the time of booking (only credit card payments can be taken via telephone). All methods of payment are accepted and can be discussed at time of booking.
- The room is to be left clean and tidy with tables and chairs arranged as per photos of the wall.
- When using the heating/cooling systems please ensure the doors and windows are kept closed and turned off after use.
- No items are to be stuck on walls, ceiling and cupboards.
- Please inform office staff if there are any maintenance issues or those that could lead to a risk/hazard; we do everything possible to minimise accidents.
- **Please ensure all rubbish is taken off the premises.**

Hirers are required to phone the office on **9803 2335** two days prior to booking date to receive an **Access Code** and entry instructions to the Function Room - see back page for building map.

Please contact the Manager if any emergency situation arises—0490 261 532

COVID SAFE REQUIREMENTS

As per government regulations the Centre has a COVID Safe Plan in place. It is critical that all room hirers adhere to the relevant requirements of this plan. Please refer to the COVID Room Hirer Information Sheet for further information. (provided at time of booking)

OTHER VSLC SERVICES

We hope that you have an enjoyable time and return to Vermont South Learning Centre. You may be interested in our other services:

- Children's courses
- Adult courses - Art/Craft; Information Technology; Hospitality; Vocational; English Language; Health, Fitness & Wellbeing and General Interest
- Social Groups/Programs
- Customised Banners (30cm x 120cm) to celebrate your event.

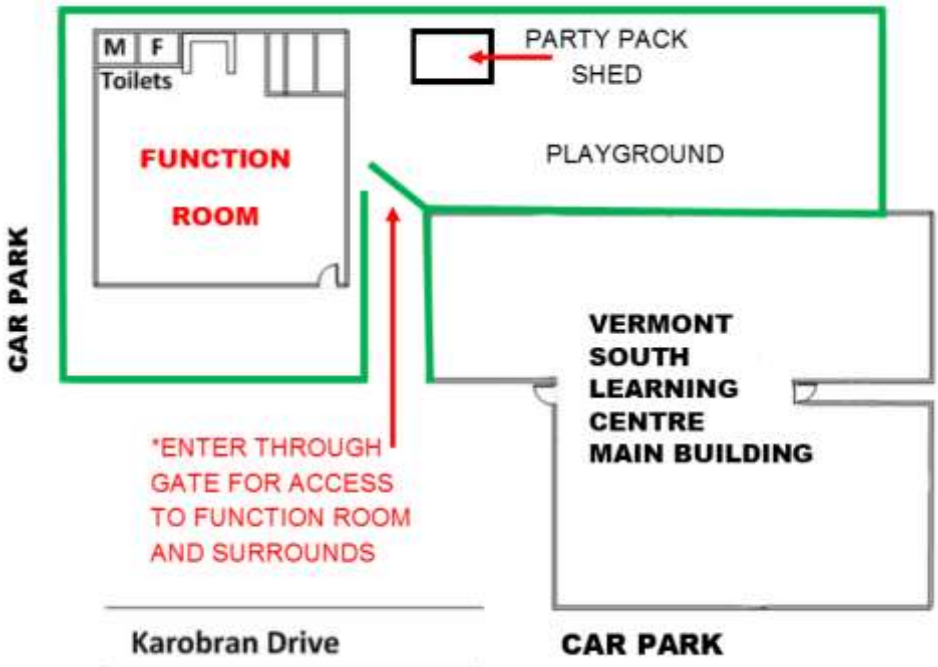


The Vermont South Learning Centre supports environmental sustainability. One way that you can help in this effort is to **not use** balloons or plastic straws at your events.

Please consider environmentally friendly alternatives such as bubble blowers and recycle friendly paper straws!

The Function Room - Facilities

- ◆ 54 person capacity;
- ◆ Tables & chairs for adults and children;
- ◆ Kitchenette providing upright electric stove with oven, microwave, refrigerator, dishwasher, instant boiling hot water urn;
- ◆ Unisex toilets;
- ◆ Access to safe fenced in play area;
- ◆ Heating and cooling; and
- ◆ Outdoor picnic seating.



Party Pack \$30.00

Scooters & ride-ons; Parachute; Up & down rollercoaster; Tunnel; Slide; Climbing gym & slide; and more....