



The Homestead
5 Mackie Street Victoria Park, WA 6100
Ph: (08) 9361 2904
Email: admin@connectvictoriapark.org
www.facebook.com/ConnectVictoriaPark
www.connectvictoriapark.org

Venue Hire Information

Connect Victoria Park Inc is a not for profit organisation providing Community Housing and Village Hub for older people. Our Village Hub, located at 5 Mackie Street Victoria Park is used primarily for various in-house activities, however there are opportunities for external hirers. These hirers help us to remain viable while offering a broader range of uses to enhance our community.

We welcome bookings for events such as book launches, school dances, meetings, support groups, training sessions, workshops and some exercise classes. Sorry we are unavailable for party bookings.

Jean Britton Library:

Ideal for small meetings, book clubs, training sessions and conversational social groups and clubs. The library is carpeted and licensed to accommodate 44 people. The room is furnished with one large antique central meeting table and 10 chairs, 4 comfy arm chairs arranged in the corner for casual conversation and a computer work station desk with four PCs and 4 office chairs. It has a screen which can be accessed via your own laptop and HDMI cable. Additional chairs can be brought into the room on request. Hirers may change seating and table arrangements but are required to return the room the original state at the end of the hire period. Due to the furnishings in this room it will not be hired for any activities involving children or food (tea and coffee allowed). Please note that coasters must be used on the timber table.

The library is separated from the main hall via a vinyl concertina door, unfortunately noise can travel between the two spaces. Hirers will be advised if there are any other activities in adjoining areas that may impact on the use.

Edna Bell Hall (the Hall): Ideal for large meetings, presentations, seminars, workshops, dances, choirs, shows.

The Hall is timber floored and licensed to accommodate 190 people. It can seat approximately 120 people comfortably. There is a small stage with a piano, basic sound system and drop down screen at the end of the Hall. Hires have access to a kitchenette with water, boiling water, fridge, cups, glasses, crockery and utensils. Please bring your own tea and coffee supplies or make an extra donation when using ours. The Dining Room and toilets including an accessible toilet are close by.

The back of the hall has a lounge seating area for casual conversation. Chairs and large tilt up tables (on wheels) are available for placing in any configuration but hirers are required to return the room the original state at the end of the hire period.

The Dining Room:

Ideal for workshops, training sessions and conversational type groups.

The Dining Room is a carpeted area at the rear of the building. Once accessed via our Hall, the room is a completely private area with access to toilets. It is licensed to seat 92 people but we recommend for comfortably seating 50 people. There are 6 tilt up tables and approximately 40 chairs in place for use, extra chairs and tables can be moved into the room on request. The room has a screen which can be accessed via your own laptop and HDMI cable.



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Hire rates: Please note that there is a **2 hour minimum** for all bookings.

Room	Commercial rate (per hour incl GST)	Community rate (per hour incl GST)
Jean Britton Library	\$55	\$22
Edna Bell Hall	\$77	\$55
Dining Room	\$55	\$22
Exclusive use	\$132	\$77

Note: Discounts and concessions may be negotiated for regular ongoing bookings, please contact the Connect Victoria Park team for further information.

Booking policy:

Casual Hirers seeking a 'one off' booking may complete a Booking Request Form up to 3 months in advance of their requested date. The Connect Victoria Park team will confirm booking arrangements within 10 working days of receipt of the form. Confirmation will be via email along with an invoice for payment to secure your booking.

Regular Hirers seeking future re-bookings may submit a Booking Request Form anytime from 1st of December of the preceding year. The Connect Victoria Park Team will confirm booking arrangements within 10 working days of receipt of the form and respond via email with an invoice attached.

Storage of items: Hirers are not entitled to any storage as part of their hourly rental charge but this may be negotiated where space allows.

Payment: Hirers will be invoiced once the Booking Request Form has been received and approved. Payment is required in advance to secure your booking.

Cancellations may be made up to 14 days in advance of the hire date. Any cancellations of less than 14 days' notice will be refunded at 50% of the invoiced amount.

Condition and Cleanliness: The venue must be left as you found it, with all furniture returned to store rooms. All dishes should be returned to the dishwasher and can be left running as you leave. Any extra cleaning required may be invoiced to the Hirer.

Damages: Any damage to Connect Victoria Park Facilities must be reported by the hirer on the next business day. Reasonable costs of repair or replacement will be met by the hirer. Connect Victoria Park management will provide two quotes for the cost of repair or replacement if requested.

Rubbish: Small kitchen type waste bins are in place, however larger amounts of rubbish is the responsibility of the hirer. Please bring appropriate bags and bins and take the rubbish with you when you leave.

Building Security: You will be provided with alarm codes and entry and exit procedures prior to your booking. The Hirer should ensure security whilst in the building and secure according to the procedures on leaving. Any cost for after-hours call out will be invoiced to the hirer.

Emergency Contact: A contact phone number will be provided along with entry procedures. Any unnecessary after hours call-outs will be invoiced to the hirer.