

Hughes Community Centre Room Hire Information 2023

- **No parties. No alcohol. No animals.**
- No AV equipment available.
- No cutlery or crockery provided.
- Projector screen available in all rooms.
- Chairs and tables provided, kitchen and toilet facilities available.
- Hirers to set up rooms.
- Rooms must be returned to the original condition.
- Bookings are priced for a minimum of 2 hours, then hourly increments as required.
- Key must be collected on the working day before the function and returned to the locked box under the security alarm pad in the foyer before vacating the building, or to the COTA office on the next working day.

BOND

All room hires outside business hours require a bond to be paid prior to the hire date.

- **\$200** (weekday bookings from 5pm each day)
- **\$500** (weekend bookings, from 5pm Friday)

Bond is to cover loss of key and any damage to the room, centre or equipment.

VALID CREDIT CARD MUST BE PROVIDED FOR BOND AT KEY COLLECTION to preauthorise the required amount. Preauthorisation will put a hold on these funds, which will be released after the event once premises are checked and deemed satisfactory.

FACILITY DESCRIPTIONS

HALL

Weekend hire charge **5pm Friday night until 10pm Sunday night.**

The hall measures 9.1 x 18.6 metres and seats up to 150 people.

There are 15 trestle tables, a lectern, projector screen and small stage in the hall.

Kitchen attached, contains stove, microwave oven, fridge, dishwasher and instant hot water.

ROOM 2

The room measures 4.35 x 7.75 metres. **(Not available for hire Mon-Fri 9am to 4pm.)**

There are plenty of chairs, 2 trestle tables, a projector screen and a whiteboard.

Room capacity up to 25 people.

Kitchen available for use off the main corridor, containing a fridge and instant hot water.

ROOM 3

The room measures 9.3 x 9.1 metres. **(Not available for hire Mon-Fri 9am to 4pm.)**

There are plenty of chairs, 9 trestle tables, a projector screen and a whiteboard.

Room capacity up to 45 people.

Kitchen available for use off the main corridor, containing a fridge and instant hot water.

BOARDROOM

The room measures 4.5 x 7.7 metres and has a large table that seats 14 people.

The room includes a whiteboard.

Kitchen available for use off the main corridor, containing a fridge and instant hot water.

ENQUIRIES

Phone: 6282 3777

Email: contact@cotaact.org.au