



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 events (with the exception of teenage and 21st parties).



Pricing

- 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**
- **Cancellation Policy: A \$20.00 administration fee applies to all cancellations. If cancellation occurs with less than 4 weeks notice, 50% of payment will be retained.**

The Function Room is available for a minimum of 2 hours. Set up time and clean up time needs to be calculated into your room hire time.

Payment for room hire is required at 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.

Hirers are required to phone the office by the Wednesday prior to booking date to receive an Access Code and entry instructions to the Function Room - see back page for more information.

9803 2335

***Nothing is to be stuck on walls, ceilings, and cupboards.**

***Please ensure the room is left clean and tidy.**

***Tables and chairs must be arranged as per photos on wall.**

***When using heating/cooling, please keep the doors closed and turned off after use.**

***All rubbish must be taken off the premises.**

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.

In case of emergency please contact the Manager on 0408 912 837

Other Services

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

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

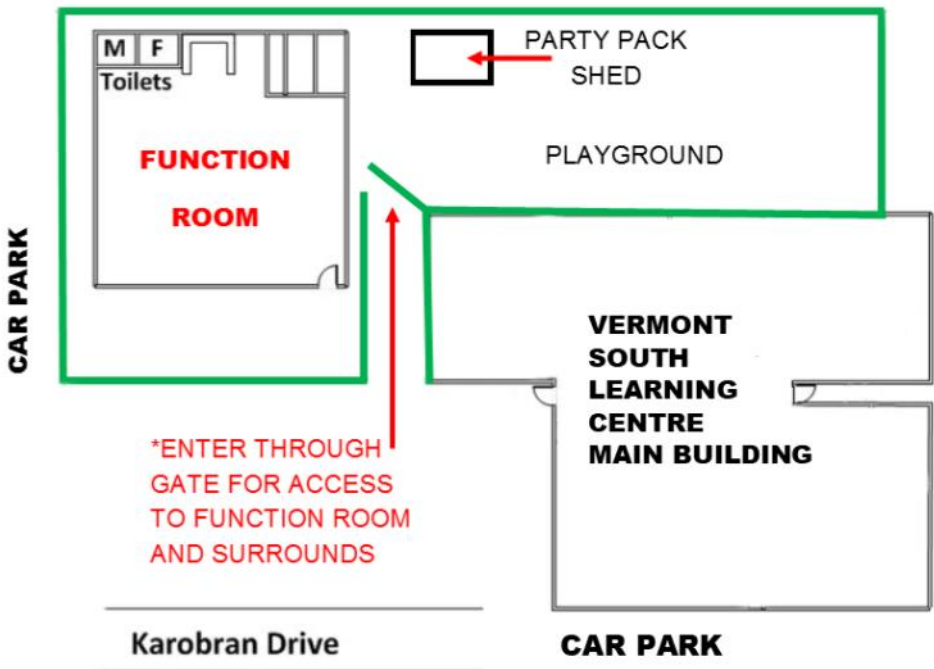


The Vermont South Learning Centre supports environmental sustainability. One way that you can help in this effort is to **not use** balloons or plastic straws at your events.

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

The Function Room - Facilities

- ◆ 80 person capacity;
- ◆ Tables & chairs 60 adults; tables & chairs 20 children;
- ◆ Kitchenette providing upright electric stove with oven, microwave, refrigerator, dishwasher, instant boiling hot water urn;
- ◆ Male & female 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....