

Suffolk Park Community Hall



Suffolk Park Community Hall
Corner of Clifford and Alcorn St, Suffolk Park 2481

Phone: 0429 466 260
Email: suffolkparkhall@gmail.com
www.suffolkparkhall.com





Nestled in the dunes behind Tallow Beach, with polished timber floors, exposed beams and a coastal vibe, the Suffolk Park Community Hall exudes a warmth that makes it ideal for hosting gatherings, meeting, workshops and classes.

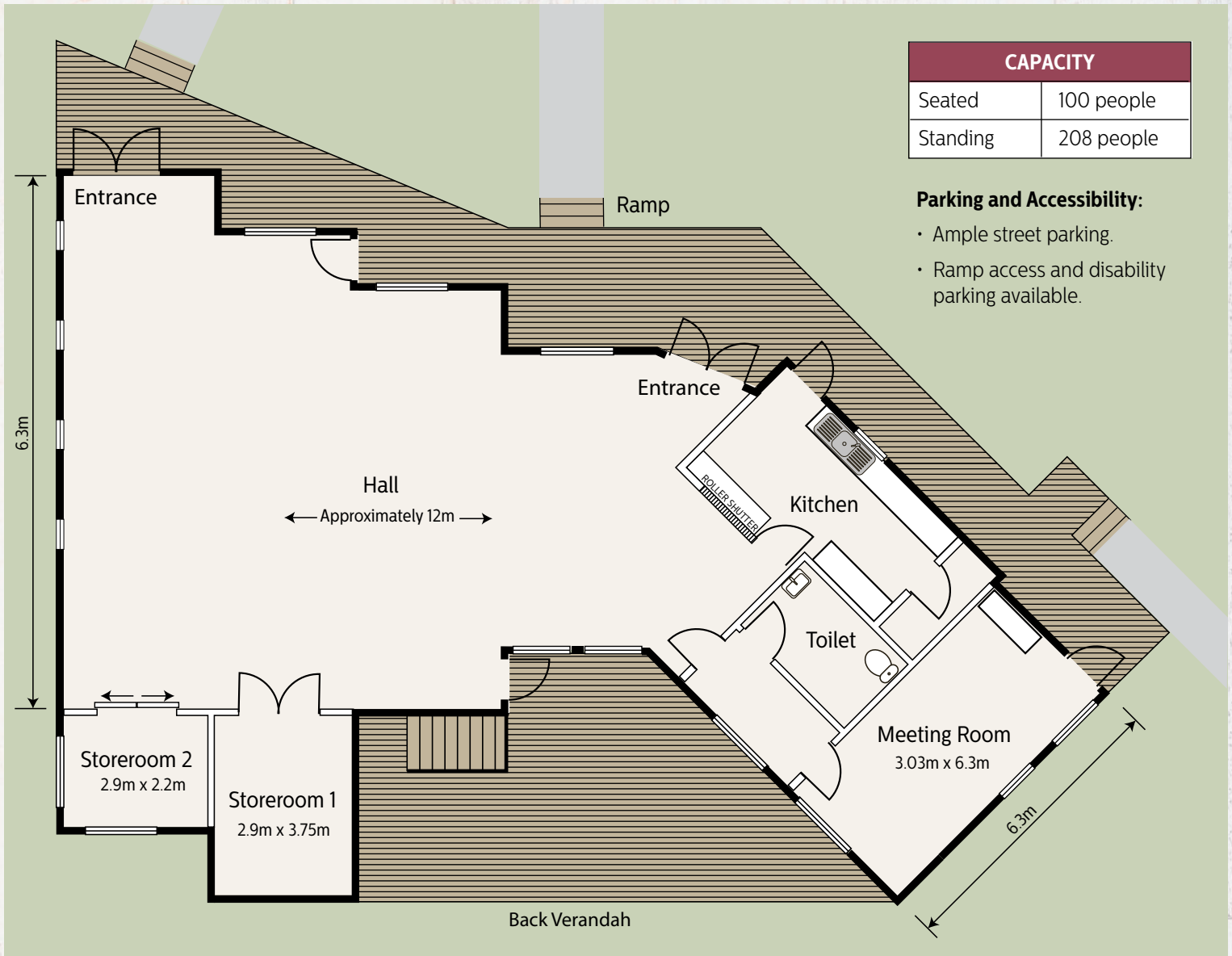
Offering two highly usable spaces including a meeting room and the larger hall area. The big covered decks are also a great extension to entertaining areas and the large kitchen is functional and perfect for catering to your event.

Ideal for classes, workshops, concerts, plays, meetings, parties, celebrations, wedding ceremonies and receptions, this wonderful community asset is perfect for hosting your next event.



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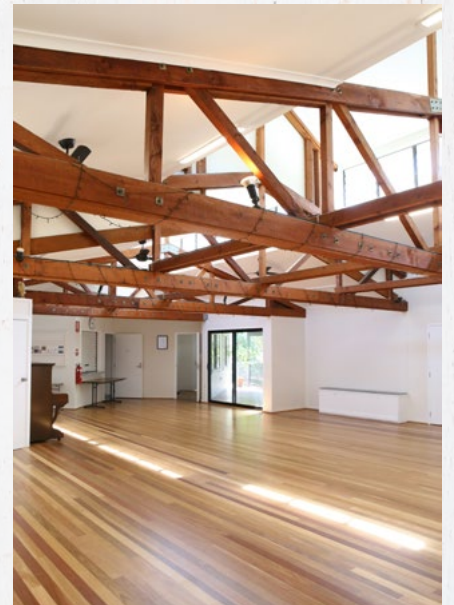
Floor Plan



Kitchen



Multipurpose Space



Hall

Fees and Booking Information

Bookings and enquiries:

- Check the online calendar to see the time slots that are available.
- Read the 'Hire Agreement and Conditions' page.
- Complete the on-line form, OR;
- Print and complete the declaration on the third page of the 'Hire Agreement'. Then post it to the address provided OR email it to our booking officer.
- You will then be sent an invoice for the hire fee due with details of how to pay.
- If you wish to hire the hall on a regular basis you must also forward a copy of your public liability insurance policy.
- Please note that your preferred time slot cannot be confirmed until receipt of the appropriate paper work.

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INVENTORY	
Tables	9
Chairs	90
Crockery and cutlery	90 people

NB: Noise restrictions apply and a breach may incur non-refund of a bond

FEES	STANDARD	REGULARS	COMMUNITY
Hall - Day or Evening (per hour between 8.00am and 10.00 pm)	\$35	\$25	\$20
Hall - Individual Fee (per Hour)	\$15	\$18	\$15
Hall - Special function (per Hour)	\$50	\$25	\$20
Kitchen, cutlery and crockery , additional fee per hour	\$5	\$5	\$5
Hall Special function (All day event) such as elections, conferences and weddings. Includes set up previous day from 5.00pm and clean up following	\$500		
Hall - Kids' birthday parties (per Hour)	\$50	\$30	\$30
Meeting Room (per hour)	\$25	\$20	\$15
Storage Fee (Price on application) (per month)	\$10-\$20	\$10-\$20	\$10-\$20
ADDITIONAL EXPENSES	STANDARD	REGULARS	COMMUNITY
Bond for Special Private Functions	\$500	\$200	\$200
Bond for Kids' birthday parties	\$200	\$200	\$200
Key deposit	\$50	\$50	\$50
Replacement of lost key	\$50	\$50	\$50
Extraordinary cleaning (including removal of garbage)	At cost	At cost	At cost

CANCELLATION POLICY

The hirer must notify the booking officer in writing of proposed changes to hours or use of the hall a minimum of two weeks prior to changes taking effect. The booking officer will notify the hirer if the changes can be accommodated.

- If the hirer cancels with less than 2 weeks notice, but more than 7 full days notice, 50% of the total fee is forfeited
- If the hirer cancels with less than 7 days notice, the total fee is forfeited

(At the committee's discretion)

COUNCIL RATE DESCRIPTIONS

Community Rate means:

Community Rate must meet the following guidelines:

Not-for-profit incorporated community organisation and a certificate of incorporation to be provided; OR

A community group that is not incorporated and does not generate any income for the group or any individual; OR

Registered as an income tax exempt charity (ITEC) with the ATO and evidence to be provided; OR

If fundraising on behalf of a charity - with all funds raised to be provided to the charity - a letter of support from the registered charity to be provided.

Commercial Rate means: Any activity that generates income from the use of Council owned or managed land that is assessed as not meeting the definition of Community Rate.

Standard Rate means: Any activity that does not generate income from the use of Council owned or managed land that is assessed as not meeting the definition of Community Rate.

Private Hire means: A genuine private function that is not open to members of the public.

