

**Activity Hall**



**Room 2**



**Art Studio**



**Kitchen**



## Contact Details

Yarrunga Community Centre  
76-86 Croydon Hills Dr, Croydon Hills VIC 3136  
(03) 9722 8942

## Where are we?

Yarrunga Community Centre is located on  
Croydon Hills Dr, Croydon Hills, 3136.



## Find us on line

[www.yarrunga.org.au](http://www.yarrunga.org.au)  
[facebook.com/YarrungaCommunityCentreInc](https://facebook.com/YarrungaCommunityCentreInc)  
Instagram—[yarrunga\\_community\\_centre](https://instagram.com/yarrunga_community_centre)



*Business Hire @  
Yarrunga Community Centre*





## First up ...

Hiring with Yarrunga is easy! To start the ball rolling we need to know the following:

- What is the event?
- Is it a regular long term hire or a short term hire?
- What dates and times?
- How many people are you expecting?
- How many hours do you require the venue?
- Do you have your own public liability insurance?

Rooms are subject to minimum hire period and all room bookings require a **non-refundable** booking deposit of up to \$60 (or the amount of the hire, whichever is less).

## Rooms

### Rooms 1, 2 and 3:

Rooms 1, 2 and 3 overlook the beautiful Yarrunga reserve. With evaporative heating and cooling and overhead fans, you will enjoy a pleasant atmosphere.

### Hall:

Our hall is perfect for your functions and fundraiser events. It has hard wood floors, split systems and fans.

### Art Studio:

Boasting views of Yarrunga reserve, this is the perfect space to let your creative juices flow. Suitable for arts and crafts, or computer classes.

## Costs

Room	Max. Cap (Standing or Seated)	Max. Cap (Seated at Tables)	Week-days (Min. Hours)	Week-ends (Min. Hours)	Casual Standard Hourly Rate	Casual NFP Hourly Rate
1 or 3	15	8	2	2	\$25.50	\$19.50
2	40	23	2	2	\$38.50	\$29.00
1+2 or 2+3	55	33	2	2	\$50.50	\$38.50
1+2+3	70	41	2	2	\$77.00	\$58.50
Hall	85	60	2	2	\$38.50	\$29.00
Studio	N/A	14	2	2	\$38.50	\$29.00

For regular hire rates and conditions, please contact the office by phone or via email.

## What to do next ...

Your next step is to complete and return your application for hire form which can be collected from the office (between 9am and 4pm on weekdays), downloaded from our website or emailed through to you by contacting the office on (03) 9722 8942.

A non-refundable deposit is payable to secure your booking date. This is payable upon return of the completed hire agreement form and will be deducted from the final hiring charge. The remainder of the fees are payable no less than 14 days prior to your hire date.

You will need to make an appointment with the Centre 1 to 2 days before your hire to pick up your access card and have a site induction.

## Additional Information

- We have communal kitchen facilities available.
- BYO cups, tea, coffee, sugar and milk.
- BYO crockery, cutlery, glasses and tea towels .
- A screen, slide projector and white boards are available for hire during business hours only.

## Additional Costs

### Insurance \$16.50 without alcohol/\$33.00 with alcohol

If you do not have your own insurance, public liability can be purchased through Yarrunga on behalf of Maroondah City Council. Premiums will differ according to use. Some exclusions apply.

### Bond \$300.00 (after-hours hire)

This is a refundable amount at the conclusion of the hire less any amounts deducted by the Centre for damage, security breaches, additional cleaning or costs incurred to the Centre as a result of your hire.

### Final Payment

The balance of the hiring fee, payment for insurance and the bond are payable no less than 14 days prior to the hire date. Payments can be made via EFTPOS, credit card, cash or direct deposit.