

contact name		group name	
phone		date needed	
address		start & finish times	
email		group size	
What are you using the venue for?			

rooms		per hour	4 hours	8 hours
	large room 120 people	\$50	\$190	\$360
	training room 60 people	\$40	\$150	\$290
	classroom 25 people	\$30	\$110	\$210

Venue Hire Guidelines

- > To secure your booking, a \$50 deposit is required. Please note, this deposit is non-refundable if the booking is cancelled within two weeks of the booked date.
- > Booking times must include setup and pack down.
- > The WCC reception is open from Monday, 8:30am to Friday, 5:30pm. For bookings outside these hours, a key must be collected in advance. A \$50 refundable key bond is required and will be returned when the key is returned.
- > Leave the venue clean and tidy. Remove all rubbish (recycling can be left behind).
- > No sellotape or pins on decorated surfaces.
- > Tables and chairs are generally available at no extra cost.
- > No alcohol permitted – this is an alcohol-free venue.
- > For full details and health & safety info, please see our Venue Info booklet.