

CASEY ABORIGINAL GATHERING PLACE

FEES & CHARGES



2023

Hirers are divided into two separate categories with detailed fees and charges. Please note these fees are subject to change as directed by Council.

Category 1: Community-Based Groups / Organisations

- Community Service Organisation, member-based organisation, health care providers with Medicare rebate, partnerships with Council and religious services providing community programs.
- Not for profit organisations.
- Examples of this type of group include welfare agencies, sports clubs, Rotary clubs, neighbourhood houses, churches providing community programs residents associations, volunteer, and general interest groups.
- Proof of community group registration required (eg. Certificate of incorporation; Auspice under a parent group or other recognised authority; Registered not for profit; Formal committee etc.)

Category 2: Standard Rate

- An organisation conducting activities for the purpose of deriving a profit including home businesses and private health care providers.
- Examples of this type of organisation or agency include registered training organisations, commercial business, business activities, private providers such as speech therapy, State and Federal Government agencies, small and home-based business, and private health care providers.
- Private functions, including invitation only activities, such as private celebrations.

Booking and Payment

All hire requests require an online booking form to be completed. Please email the centre at AboriginalGatheringPl@casey.vic.gov.au to receive the booking link.

Causal Hire

Upon acceptance of the booking, a non-refundable deposit of 50% of the full hire is required. Full payment is due 4 weeks before the event date. Bookings made within 4 weeks of the event date must be paid in full at the time of acceptance of hire.

Regular Hire

To be considered for regular ongoing hire rates, you must make 1 booking per month for at least 6 months.

Will be invoiced at the end of each month via email to the accounts contact provided in the facility booking form. The full balance must be paid within 30 days of the issue date as outlined on the invoice.

Room Hire Rate

Please Note: Additional fees may also apply to other events held after-hours.
Refer to the 'Additional Fees' section for more information.

Casey Aboriginal Gathering Place	Community Group Rate (per hour)	Standard Rate (per hour)
Community Room	\$17.25	\$24.50

Additional Fees

Fee	Amount	Applies To:
Public Liability Insurance	\$15.00	Community / Not-For-Profit groups and all private hires
Bond for additional key and swipe	\$50.00	Regular hirers only
Cleaning Fee (public holidays and facility closure)	\$250.00	All hirers on public holidays and facility closure dates

Bond

Bonds paid electronically will be returned via direct deposit upon successful inspection and return of keys and may take up to 4 weeks to be refunded.

Room / Hall	Amount
Community Room	\$100.00

Potential deductions from the bond include:

- Additional cleaning required: \$250.00
- Noise continuing after 9.00 pm / 11.00 pm: \$250.00
- Not vacating the building by 9.30 pm / 11.30 pm: \$250.00
- Alcohol consumed on the premises and not declared (no alcohol at Casey Aboriginal Gathering Place): Forfeiture of the full bond amount
- Damages: Dependant on individual case

Cancellation

Cancellations of upcoming bookings must be advised in writing and emailed by the account contact to Casey Aboriginal Gathering Place as per the following conditions:

Regular Hire

A minimum of 7 days is required to cancel both individual dates and the entire booking. All requests for cancellations must be in writing (email) and sent to Casey Aboriginal Gathering Place. Any bookings that fall within the seven days will be charged as normal.

Single Event Hire

In the event of cancellation, the 50% non-refundable deposit will be held to cover administrative costs associated with the booking.

For cancellations 4 weeks or less prior to the booking date, a 100% cancellation fee of the room hire fee will apply.

Any additional monies paid for extra services such as public liability and hall keepers will be refunded via direct deposit, within a 2-to-4-week period.

Contact Details

Please contact the Centre directly with any booking enquiries:

Phone: 03 9792 7378

Email: AboriginalGatheringPI@casey.vic.gov.au

Website: www.casey.vic.gov.au/facilities-hire/aboriginal-gathering-place

Contact the City of Casey:

Web: casey.vic.gov.au

Email: caseycc@casey.vic.gov.au

Phone: 03 9705 5200

Post: PO Box 1000, Narre Warren VIC 3805

NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive

Cranbourne: Cranbourne Park Shopping Centre

ABN: 43 320 295 742



TIS: 131450 (Translating and Interpreting Service) المترجم الفوري 翻译 مترجم شفاهى ਦੁਆਰਾ ਸਹਾਇਤਾ നാമം നൽകുന്നു

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