

# NEWMAN NEIGHBOURHOOD CENTRE

Newman Neighbourhood Centre

## VENUE HIRE

For **ALL** venue hire is \$20.00 per hour. A \$50 Bond is also required, this will be returned when the keys to the centre are returned.

Discounts may be applied regular bookings (3 or more bookings per calendar month).

Hiring our venue includes access to the main living/lounge area, including kitchen, bathroom in the hallway, and outdoor area. The indoor creche space is **not** included in the venue hire.

**Name of Business/Group:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Type of workshop:** \_\_\_\_\_

**Date of workshop:** \_\_\_\_\_

**Time of workshop:** From \_\_\_\_\_ to \_\_\_\_\_

**Number of attendees: Adults (approx)** \_\_\_\_\_

**Children (approx)** \_\_\_\_\_

**Comments/Requirements:**  
\_\_\_\_\_  
\_\_\_\_\_

**Would you like us to advertise your workshop? YES/NO**

**If so please email your flyer to [newmanneighbourhood@outlook.com](mailto:newmanneighbourhood@outlook.com)**

2 Mackay St, Newman  
Western Australia, 6753  
(08) 9175 1516  
[newmanneighbourhood@outlook.com](mailto:newmanneighbourhood@outlook.com)



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## VENUE HIRE REQUIREMENTS

OUR PREMISES ARE CONTINUALLY BEING BOOKED SO PLEASE ENSURE THE FOLLOWING HOUSEKEEPING IS COMPLETED UPON LEAVING THE CENTRE:

### INDOORS

- Vacuum the floors (vacuum is located in the laundry in the hallway)
- Mop the floors if necessary (mop and bucket are located in the laundry)
- Check that bathroom is clean and tidy.
- Ensure no dirty dishes are left, you are welcome to utilise the dishwasher.
- Wipe down the tables.
- Empty rubbish bins into wheelie bins which are at the corner of the building.
- Return all tables and chairs to the way they were.
- Split System air conditioners are switched off and blinds are closed.

### OUTDOORS (If utilised during your hire)

- The gate key to the outdoor/creche area is located on top the microwave in the kitchen area. Please ensure the gate is relocked and the key left back on top of the microwave.
- Ensure no rubbish is left.
- Sweep or hose down any spills or food mess to deter ants.
- Put away any toys that were used.
- Return outdoor furniture to how it was found.

PLEASE check ALL doors are locked when leaving the venue, even if you did not personally use them as someone may have gone outside without your knowledge.

Your \$50 bond will be returned once the keys have been returned to the centre co-ordinator and the centre has been left in a clean/tidy manner.

### AFTER HOURS CONTACT IN CASE OF EMERGENCY ARE:

Haylee Guiver – 0400 040 583

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