

## INFORMATION ON STRATHFIELD COUNCIL COMMUNITY FACILITIES

### 1. Strathfield Town Hall and Supper Room

#### Introduction

Strathfield Town Hall and Supper Room are located at 65 Homebush Road Strathfield on the corner of Redmyre Road. The main door to the Town Hall is facing Redmyre Road. These rooms are available for hire for functions and meetings.

The Strathfield Town Hall complex has a hall, supper room, kitchen and stage (including dressing rooms). The Town Hall and Supper Room can be part of the hiring package or hired separately. It is ideal for concerts, dances, meetings and functions.

The Town Hall has disabled access entering through the Supper Room in Redmyre Road (ramp) and also a disabled toilet and disabled off street parking.

#### Hours of Hire

The Strathfield Town Hall and Supper Room are available for hire during the following hours:

|                              |                    |
|------------------------------|--------------------|
| Monday to Friday             | 9.00am to Midnight |
| Saturday and Public Holidays | 9.00am to Midnight |
| Sunday                       | 9.00am to 6.00pm   |
| Public Holidays              | Not available      |

Refer to Council's Schedule of Fees and Charges for hire costs.

#### Room Description

The following meeting rooms are available:

| Room Name   | Seating                  | Description                                    |
|-------------|--------------------------|--|
| Town Hall   | 250 people Theatre style | Polished Timber Floor<br>Adjoining Supper Room |
|             | 160 people Banquet style |  |
| Supper Room | 100 people Theatre style | Polished Timber Floor                          |
|             | 60 people Banquet Style  |  |

Strathfield Town Hall complex may be viewed by appointment prior to making a booking. Appointments to view the Town Hall and/or Supper Room can be made Monday to Friday between 9.30am and 4.00pm by contacting Council on 02 9748 9999.

## **STRATHFIELD TOWN HALL AND SUPPER ROOM AMENITIES**

### **TOWN HALL**

|                   |  |
|-------------------|--|
| Room Dimensions:  | 12.5 metres x 22.3 metres  |
| Capacity of hall: | 250 theatre style<br>160 banquet style - (16 tables x 10 people)   |
| Chairs:           | 250  |
| Tables:           | 16 fold up tables @ 240 cm x 76 cm   |
| Other amenities:  | Ladies, Gents & Disabled Toilets<br>Fans<br>Heaters<br>Disabled access via supper room<br>Projector Screen |

### **SUPPER ROOM**

|                    |   |
|--------------------|---|
| Room Dimensions:   | 7.5 metres x 14 metres  |
| Capacity of hall:  | 80 theatre style<br>40 banquet style - (4 tables x 10 people) |
| Additional tables: | 4 tables @ 180 cm x 71 cm                                     |

### **KITCHEN**

|                      |              |
|----------------------|--------------|
| Gas Cook Top         | Refrigerator |
| Microwave            | Dishwasher   |
| Food warmer          | Double sink  |
| Boiling water on tap |              |

### **STAGE – not available when hiring the Supper Room**

|                                    |   |
|------------------------------------|---|
| Room Dimensions:                   | 12.5 metres x 7.7 metres                              |
| 5 CD stacker                       | Kawasaki baby grand piano                             |
| Double tape deck                   | Automatic red velvet main curtain                     |
| Equaliser                          | Spot lights   |
| 6 leads - 4 x 5m, 1 x 10m, 1 x 20m | Red, yellow & blue wash lights (5)                    |
| 2 table microphone stands          | 1 standing microphone stand                           |
| 1 cordless microphone              | 2 microphones   |
| 2 sets of Red Velvet Curtains      | 1 retractable manually<br>1 retractable automatically |

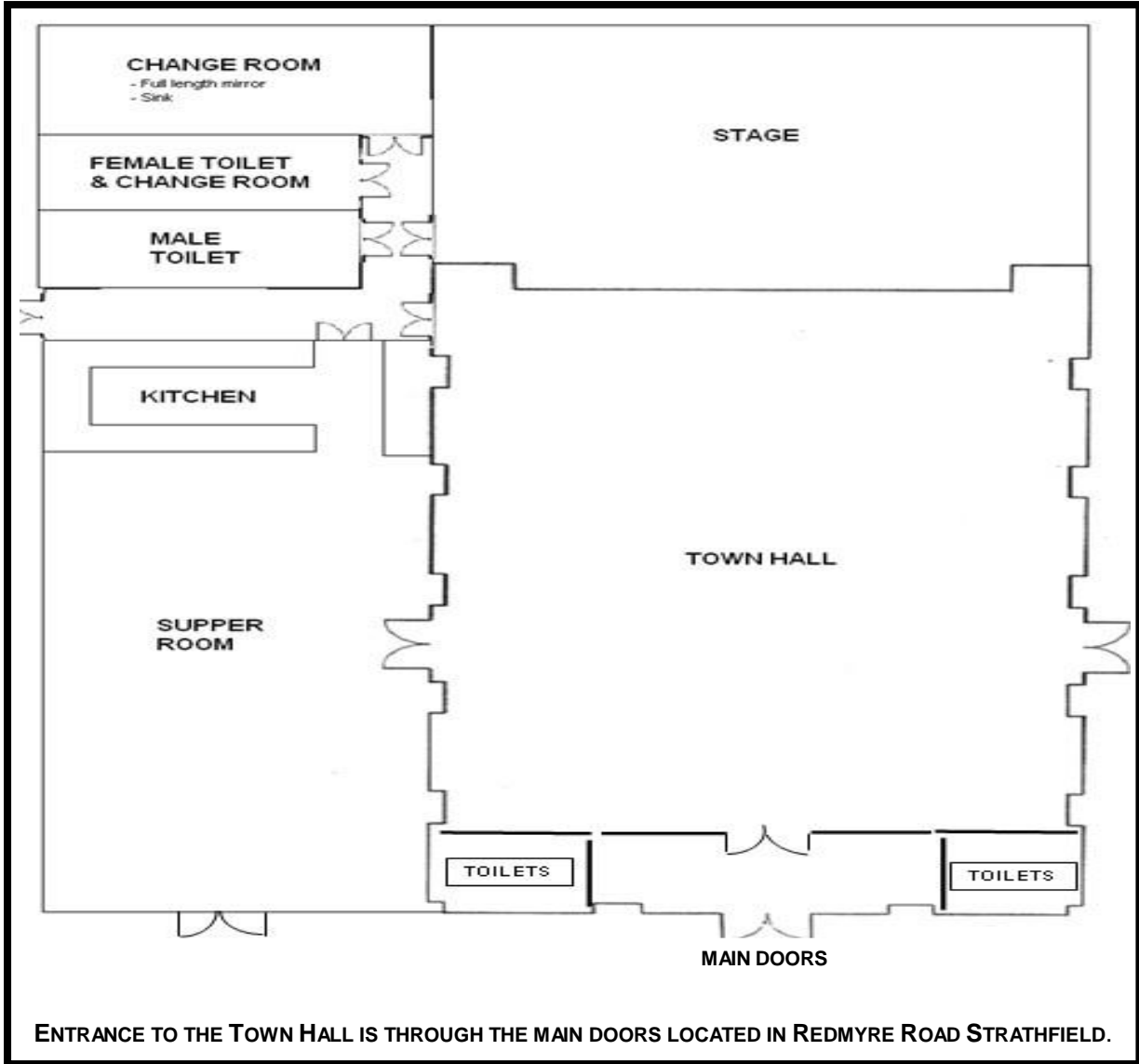
### **BACKSTAGE**

|                        |  |
|------------------------|--|
| Ladies & gents toilets | Dressing room with full length mirror & sink |
|------------------------|--|

### **PARKING**

Disabled Off-Street Parking is available and general parking in the surrounding streets.

**STRATHFIELD TOWN HALL AND SUPPER ROOM FLOOR PLAN**



**ENTRANCE TO THE TOWN HALL IS THROUGH THE MAIN DOORS LOCATED IN REDMYRE ROAD STRATHFIELD.**

## 2. **Strathfield Community Centre**

### **Introduction**

The Strathfield Community Centre is located at 1B Bates St Homebush in Airey Park. The Centre has three multipurpose meeting rooms and is available to hire for meetings, community and recreational or cultural activities. The Centre is air conditioned. Hot water, cups and a whiteboard are available.

Functions such as wedding receptions, birthday parties, christening, dinners etc are not permitted in this venue.

The centre has disabled facilities - ramp, disabled toilets, and disabled parking.

### **Hours of Hire**

Meeting rooms are available for hire at Strathfield Community Centre during the following hours:

|                 |                   |
|-----------------|-------------------|
| Monday – Friday | 9.00am to 10.30pm |
| Saturday        | 9.00am to 6.00pm  |
| Sunday          | Closed            |
| Public Holidays | Closed            |

Refer to Council's Schedule of Fees and Charges for hire costs.

### **Room Description**

The following meeting rooms are available:

| Room Number | Room Name    | Seating                            | Description                         |
|-------------|--------------|------------------------------------|-------------------------------------|
| 1           | Redmire Room | Approx. 80 people<br>Theatre style | Parquetry Floor<br>Adjoining Room 2 |
| 2           | Airey Room   | Approx. 20 people<br>Theatre style | Carpeted Room<br>Adjoining Room 1   |
| 3           | Wangal Room  | Approx. 40 people<br>Theatre style | Carpeted Room                       |

Rooms may be viewed prior to making a booking. Appointments to view can be made Monday to Friday between 9.30am and 4.00pm by contacting Council on 02 9748 9999.

### **AMENITIES**

#### **Kitchen**

Access to the kitchen is available to Regular Hirers Only with hire of the meeting room. Cups and Saucers are available for twenty people. Crockery must be washed and when cleaned, placed back in the cupboard. Hot water is always available. Use of the kitchen is to be confined to the heating of food previously prepared and the preparation and service of tea, coffee and light refreshments.

The kitchen and all associated items used are to be cleaned by the hirer after use and restored to former condition. Tea, coffee, milk, etc, must be provided by the hirer. Any excess garbage must be placed in the large bins at the rear of the building.

#### **Whiteboard**

A whiteboard is available for use and must be cleaned following use. Hirers are to supply their own whiteboard markers and eraser.

**Air conditioning and lighting**

Air conditioning is available in three meeting rooms at the Strathfield Community Centre. Switches for the operation of the air conditioning are located in the area at the front of the centre adjacent to the Redmire Room. All lights and air conditioning must be turned off and the alarm system activated before the building is vacated.

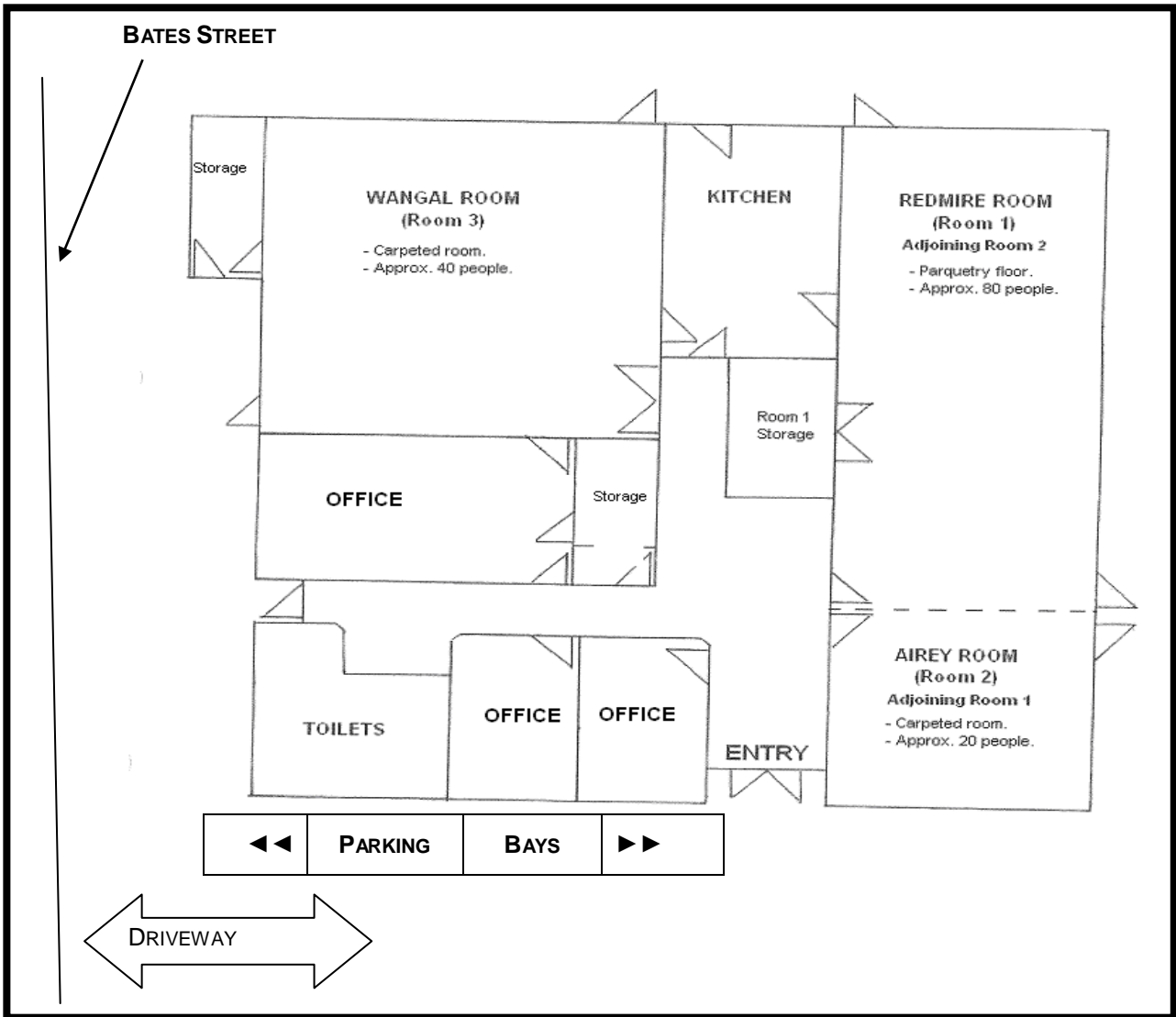
**Parking**

There is a limited number of off street parking spaces at the Strathfield Community Centre including disabled parking space with general parking in the surrounding streets. Driveway lights turn on and off automatically.

**Storage of Equipment or Materials**

There is limited storage available to Regular Hirers of the Redmire Room and is left at the hirer's risk of loss.

**STRATHFIELD COMMUNITY CENTRE FLOOR PLAN**



### 3. **Strathfield Main Library**

#### **Introduction**

The Strathfield Main Library is located at 65-67 Rochester Street Homebush, corner of Abbotsford Road, with the entry in Abbotsford Road. There is a ramp in Abbotsford Road leading to the entrance of the library for disabled access.

Strathfield Library has 1 large meeting room and 3 small interview rooms available for casual hire.

- Ironbark Room
- Acacia Room
- Grevillea Room
- Melaleuca Room

Functions such as wedding receptions, birthday parties, christenings, dinners etc are not permitted in this venue. Activities must be compatible with the in-library location and there must not be excessive noise during library hours.

#### **Hours of Hire and Availability**

Hire of the Ironbark Room within the library's operating hours will be charged at the "library hours of operation" rates.

Use within "library hours of operation" is to cease fifteen minutes before library closing time so as not to inconvenience other users or delay the closing of the library.

"Outside library hours of operation" rates apply to all use outside of these times (Refer to Schedule of Fees and Charges).

Meeting rooms are available for hire at Strathfield Main Library during the following hours:

| <b>Room</b>                           | <b>Day of Week</b> | <b>In Library Hours of Operation</b> | <b>Outside Library Hours of Operation</b> |
|---------------------------------------|--------------------|--------------------------------------|---|
| Ironbark Room                         | Monday to Thursday | 9.30am – 8.00pm                      | 9.00am – 10.00pm                          |
|                                       | Friday             | 9.30am – 6.00pm                      | 9.00am – 10.00pm                          |
|                                       | Saturday           | 9.00am – 4.00pm                      | 9.00am – 10.00pm                          |
|                                       | Sunday             | 1.00pm – 5.00pm                      | 10.00am – 6.00pm                          |
|                                       | Public Holidays    | Closed                               | Not available                             |
| Acacia, Grevillea and Melaleuca Rooms | Monday to Thursday | 9.30am – 8.00pm                      | Not Available                             |
|                                       | Friday             | 9.30am – 6.00pm                      |   |
|                                       | Saturday           | 9.00am – 4.00pm                      |   |
|                                       | Sunday             | 1.00pm – 5.00pm                      |   |
|                                       | Public Holidays    | Closed                               |   |

Refer to Council's Schedule of Fees and Charges for hire costs.

The Acacia, Grevillea and Melaleuca rooms are only available for hire within library operating hours.

Meeting Rooms may be viewed prior to making a booking. To view the meeting rooms please make an appointment by contacting Council on 9748 9999 or speaking to library staff at the Customer Service Desk at the library.

**Meeting Room Description**

As the meeting rooms are located within a library, prospective hirers should note that proposed activities should be compatible with the library functions. As an example, activities should not create excessive noise.

- ❖ The **Ironbark Room** is a large carpeted room, located on the ground floor to the right when entering the library. It seats up to eighty (80) people (theatre style) and can be divided into two sections and hired separately.
  - One section allows access to the kitchen facility,
  - The other with access to the audio visual equipment.
  - Each section will seat up to forty (40) people (theatre style).
- ❖ The **Acacia and Grevillea Rooms** are small carpeted rooms, located on the first floor, accessible by lift. They seat a maximum of eight people.
- ❖ The **Melaleuca Room** is a small carpeted room located on the ground floor, opposite the Customer Service desk. It will seat up to three people.

Hirers **must** approach the Library Customer Service Desk to gain access to a meeting room.

**AMENITIES**

**Setting up of the Ironbark Room**

When setting up the Ironbark Room for public gatherings, users must ensure that:

- Chairs are in rows with a minimum of four and a maximum of sixteen chairs per row;
- Exits are kept free – fire exit doors should not be obstructed;
- Side aisles are a minimum of 1 metre wide;
- Centre/cross over aisles are a minimum of 1.5 metres wide.

The Hirer is responsible for setting up the room hired. Setting up and Cleaning up of the room is included in the hire time of the venue. For the Ironbark Room - the white board, tables and chairs are located in the cupboards at the kitchen end.

**Ironbark Room Kitchen**

A kitchen is available with the hire of the full Ironbark Room or the half room with kitchen access. It has a limited store of crockery and cutlery. Use of the kitchen is to be confined to the heating of food previously prepared and the preparation and service of tea, coffee and light refreshments.

The kitchen and all associated items used are to be cleaned by the hirer after use and restored to former condition. Tea, coffee, milk, etc, must be provided by the hirer.

**Cleaning Up the Ironbark Room**

- ❖ A whiteboard is available and must be cleaned following use.
- ❖ All lights and air conditioning must be turned off before rooms are vacated.
- ❖ Rooms must be left in a clean and tidy condition, including the packing up and putting away of chairs and tables and cleaning the kitchen.

Layout of Storage Cupboards at Kitchen End of Ironbark Room.

| Kitchen   | Cupboard 1                          | Cupboard 2  | Cupboard 3   |
|---|-------------------------------------|---|--|
| Kitchen to be left clean and associated items restored to former condition. | White board and Vacuum Cleaner ONLY | Tables and Chairs – Chairs to be in Stacks of 10. | Chairs ONLY – Chairs to be in Stacks of 10<br><br>AV Equipment |

### Storage of Equipment or Materials

There is no capacity in the Ironbark Room or any other area of the Library to allow storage of items by a hirer for future use.

### Audio Visual Equipment

Audio Visual (AV) Equipment is available when hiring the Ironbark Room – whole room.

### Whiteboard

A whiteboard is available for use in the Ironbark Room and must be cleaned following use. Hirers are to supply their own whiteboard markers and eraser.

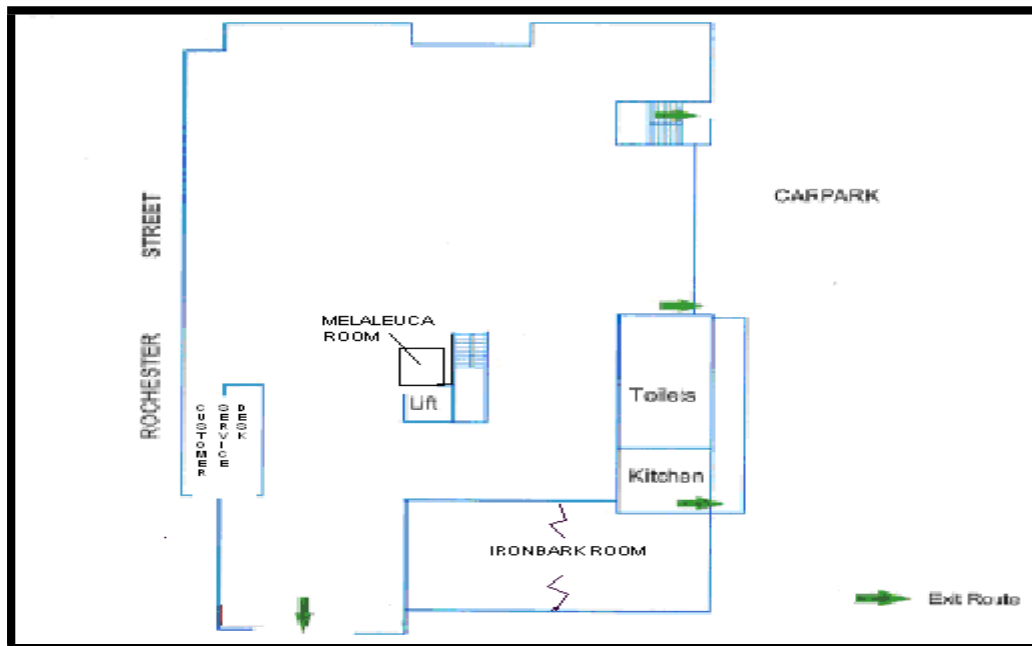
### Parking

Strathfield Library provides off-street parking in Abbotsford Road next to the library building with limited car parking spaces which includes a disabled car parking space. There is an access ramp in Abbotsford Road leading to the entrance of the library for disabled access.

### Disabled Facilities

- The Library has an access ramp leading to the entrance of the library and lift access between the ground and first floor.
- A disabled access toilet is located on the ground floor.
- Signage to the lift and toilet is also in Braille.

### STRATHFIELD LIBRARY - GROUND FLOOR

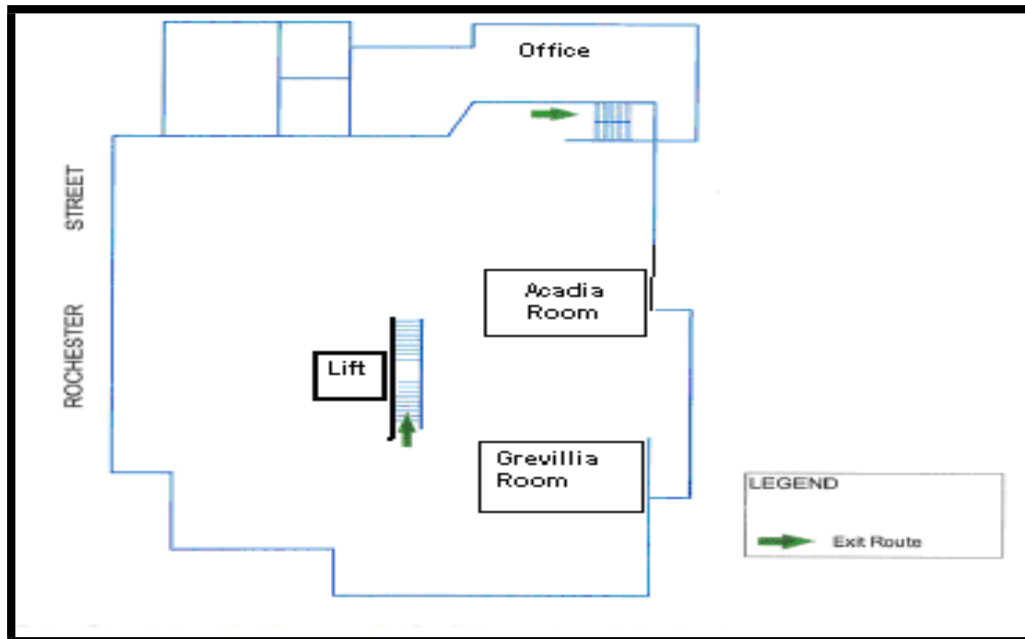


The Strathfield Library is 65 - 67 Rochester Street corner of Abbotsford Road with entry in Abbotsford Rd.

- The Ironbark Room is located to the right when entering the library and is able to be divided into two smaller meeting rooms.
- The Melaleuca Room is the small meeting room next to the lift opposite the Customer Service desk



### STRATHFIELD LIBRARY - FIRST FLOOR



- The Acacia and Grevillea Rooms are the two meeting rooms located on the first floor

Hirers are to approach the Customer Service desk for access to all rooms

## 4. High Street Community Library

### Introduction

The High Street Community Library is located at 64 High St Strathfield in Edwards Park.

The Library has a large multipurpose meeting room, which is configured into two smaller rooms. The rooms are available to hire for meetings, community and recreational or cultural activities.

### Meeting Room Description and Availability

A multipurpose area is available which seats up to 80 people (theatre style). This area can be hired as one large room or can be divided into two sections (Rooms 1 & 2) and hired separately. Each section will seat up to 40 people (theatre style). Meeting Room 1 is available for use as a meeting room at all times, while Meeting Room 2 is used for library activities during library hours.

As the meeting room is located within a library, prospective hirers should note that proposed activities should be compatible with the library functions. As an example, activities should not create excessive noise.

Functions such as wedding receptions, birthday parties, christenings, dinners etc are not permitted in this venue.

Meeting Rooms may be viewed prior to making a booking. Appointments to view can be made Monday to Friday between 9.30am and 4.00pm by contacting Council on 02 9748 9999 or speaking to Customer Service at the reception area of the Library.

### Library Hours

Meeting rooms are available for hire at High Street Library during the following hours:

| Days of Week        | Library Hours    | Hirer Hours       |
|---------------------|------------------|-------------------|
| Monday to Friday    | 9.30am to 5.00pm | 9:30 am – 9:00 pm |
| Saturday and Sunday | 9.00am to 1.00pm | 9:00 am – 4:00 pm |
| Public Holidays     | Closed           | Closed            |

### Meeting Room Availability

The following meeting room/s is available at the following times:

| Days and Times                    | Large Room<br>(seats 80) | OR<br>Meeting Room 1<br>Half Room (seats 40) | Or<br>Meeting Room 2<br>Half Room (seats 40) |
|-----------------------------------|--------------------------|--|--|
| Monday to Friday<br>9.30am to 5pm | No                       | Yes  | No   |
| Monday to Friday<br>5pm to 9pm    | Yes                      | Yes  | Yes  |
| Saturday & Sunday<br>9am to 1pm   | No                       | Yes  | No   |
| Saturday & Sunday<br>1pm to 4pm   | Yes                      | Yes  | Yes  |

Refer Council's Schedule of Fees and Charges for hire costs.

**AMENITIES**

**Audio Visual Equipment**

Audio Visual (AV) Equipment is available. It allows the hirer to:

- Display information on their laptop onto the plasma screen/s
- Watch TV channels on the plasma screen/s
- Control the power and volume of each plasma screen.

There is a projector screen available for use, if the Hirer prefers to bring his own projector.

**Kitchen**

Access to the kitchen is available with hire of the meeting room. The kitchen has a refrigerator, hot plates, stove, microwave and dishwasher, plus a limited store of crockery and cutlery which is available for use by Hirers. Use of the kitchen is to be confined to the heating of food previously prepared and the preparation and service of tea, coffee and light refreshments.

The kitchen and all associated items used are to be cleaned by the hirer after use and restored to former condition. Tea, coffee, milk, etc, must be provided by the hirer

**Whiteboard**

A large whiteboard is available for use in Meeting Room 1 (comprising of 4 panels of a wall) and must be cleaned following use. Hirers are to supply their own whiteboard markers and eraser.

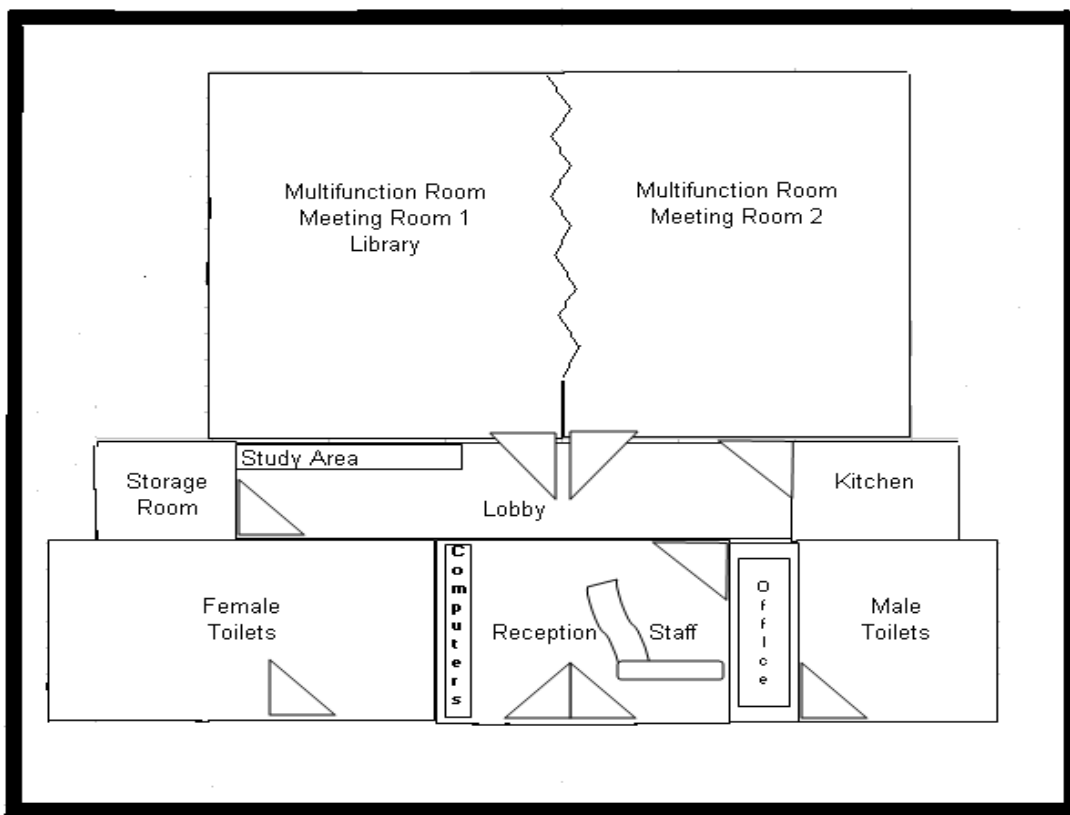
**Parking**

There are off street parking spaces at High Street Community Library including disabled parking.

**Storage of Equipment or Materials**

There is no capacity at High Street Community Library to allow storage of items by a hirer for future use.

**HIGH STREET COMMUNITY LIBRARY FLOOR PLAN**



## 5. **Dutton Centre – 40 Augusta Street**

### **Introduction**

The Dutton Centre is located at 40 Augusta St Strathfield. The centre has a large Hall / Activity area, meeting room and office available for hire. The centre gives priority access to services and programs for aged and disability groups.

Functions such as wedding receptions, birthday parties, christening, dinners etc are not permitted in this venue.

### **Hours of Hire**

The Activity Area / Hall, office and Meeting room are available for hire at the Dutton Centre during the following hours:

|                   |                  |
|-------------------|------------------|
| Monday – Saturday | 8.30am – 10.00pm |
| Sunday            | Closed           |
| Public Holidays   | Closed           |

Refer to Council's Schedule of Fees and Charges for hire costs.

### **Room Description**

There are 9 tables and 30 chairs available in the Dutton Centre. The following rooms are available:

| <b>Room Name</b>     | <b>Seating</b> | <b>Description</b> |
|----------------------|----------------|--------------------|
| Hall / Activity Area | Capacity 80    | Hardwood floor     |
| Meeting Room         | Capacity 8     | Carpeted Room      |
| Office               | Capacity 8     | Carpeted Room      |

Rooms may be viewed prior to making a booking. Appointments to view can be made Monday to Friday between 9.30am and 4.00pm by contacting Council on 02 9748 9999

### **AMENITIES**

#### **Kitchen**

There is a kitchenette located within the activity / hall area. This can be used for tea / coffee and light refreshments. Tea, coffee, milk etc must be provided by the hirer.

#### **Air conditioning and lighting**

There is no air conditioning in the hall / activity area within the Dutton Centre. The meeting room and office are air conditioned. All lights and air conditioning must be turned off and the alarm system activated before the building is vacated.

#### **Parking**

There is a limited number of off street parking spaces at the Dutton Centre including disabled parking space with general parking in the surrounding streets.

## DUTTON CENTRE FLOOR PLAN



Note: Toilets and kitchen are common areas available to both hirers and licensees.

## 6. **53 Ismay Avenue – Community Hall**

### **Introduction**

The community hall is located at 53 Ismay Avenue, Homebush. The hall has a large activity area, small kitchen and toilets. It is available for hire for small functions and activities such as play groups and meetings.

### **Hours of Hire**

The community hall at 53 Ismay Avenue, is available for hire during the following hours:

|                 |                  |
|-----------------|------------------|
| Monday – Friday | 9.00am - 4.00pm  |
| Saturday        | 9.00am - 10.00pm |
| Sunday          | 9.00am - 10.00pm |
| Public Holidays | Closed           |

Refer to Council's Schedule of Fees and Charges for hire costs.

### **Room Description**

There are 8 tables and 30 chairs available in the hall at 53 Ismay Avenue. The following room is available:

| <b>Room Name</b>     | <b>Seating</b> | <b>Description</b> |
|----------------------|----------------|--------------------|
| Hall / Activity Area | Capacity 30    | Hardwood floor     |

The hall may be viewed prior to making a booking. Appointments to view can be made Monday to Friday between 9.30am and 4.00pm by contacting Council on 02 9748 9999

### **AMENITIES**

#### **Kitchen**

There is a basic kitchen within the hall at 53 Ismay Avenue. Crockery and cutlery is not supplied. Tea, coffee, milk etc must be provided by the hirer. The kitchen and all associated items used are to be cleaned by the hirer after use and restored to former condition.

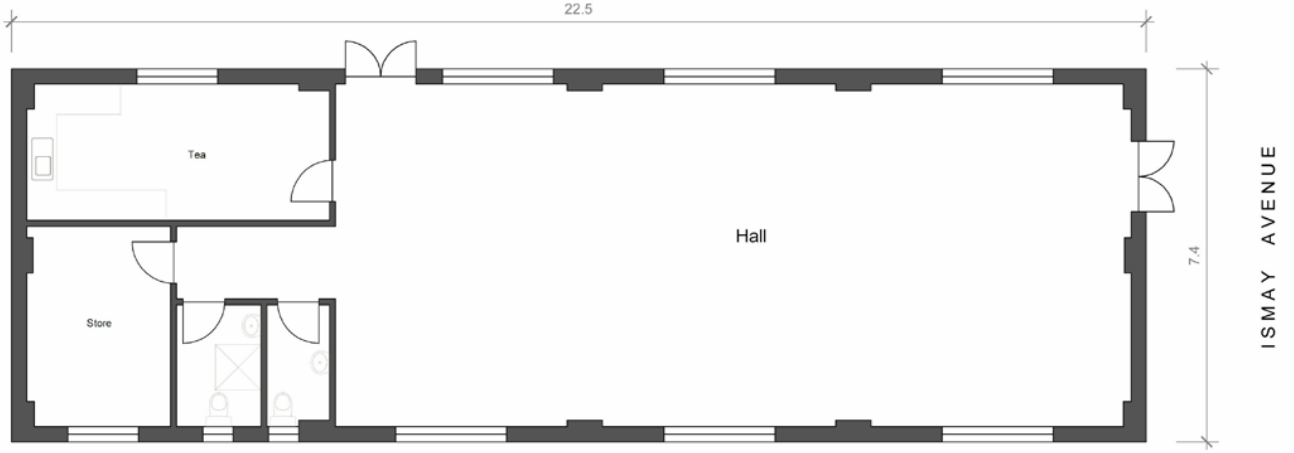
#### **Security and Lighting**

Lights must be turned off and locks must be secured before exiting the building.

#### **Parking**

There is only general parking in surrounding streets.

**COMMUNITY HALL FLOOR PLAN**



**Total Area 166 m<sup>2</sup>**

## 7. General Information for all Venues

### Fees and Charges

#### 1. Standard Rates

Standard rates of hire will be charged to:

- profit-making commercial organisations, businesses or individuals, including conferences, seminars and training;
- individuals or groups hiring for social occasions;
- State, Federal and Local Government (except where Strathfield Municipal Council is the user or sponsors the meeting/event).

#### 2. Non Profit/Community Users

Council provides community rates for the hire of the Strathfield Town Hall, Community Centre and Library Meeting Rooms for activities providing community benefit and service to the Strathfield Local Government Area (LGA), which can be qualified and supported by documentation.

Eligible groups can include non-profit community and cultural organisations, recreational clubs and charitable organisations based in the Strathfield Local Government Area or providing a service/activity of community benefit to the Strathfield Local Government Area.

Applicants will be required to provide supporting evidence of non-profit status, e.g. constitution, details of incorporation, financial statements. Applicants will need to provide detailed information on the proposed activity and how it provides a community benefit to the Strathfield Local Government Area.

Applicants are to be based in Strathfield LGA. The proposed use of the facility provides service to the local community of Strathfield LGA and a minimum of 60% of members or participants are residents of Strathfield LGA. Council may require a membership list or list of participants as supporting documentation.

Each application will be assessed on the information provided on the application form and supporting documentation and determined on its individual merits.

#### 3. Smoking

Smoking is not allowed in any Council venue or within 10 metres of any entrance to Library buildings.