



**Vermont South**  
Neighbourhood House

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Karobran Drive, Vermont South 3133

Phone: 9803 2335

Email: [info@vsnh.org.au](mailto:info@vsnh.org.au) Web: [www.vsnh.org.au](http://www.vsnh.org.au)

# Function Room Hire Information Handbook



**T**he Function Room is available to hire for meetings, family gatherings, parties, educational programs, conferences, and most types of events (with the exception of teenage and 21st parties).



## HIRE RATES

- Hire rate: **\$50.00** per hour
- Public Liability Insurance: **\$15.00** per hire  
*Please note: There is a \$250.00 excess associated with the policy that will need to be paid if claim is required.*
- Toy Party Pack (optional-back page): **\$30.00** per hire
- Customised Event Banner (optional): **\$18.00** per banner  
(Size 30cm-120cm)

## HIRE CONDITIONS

- **Cancellation Policy:** More than 28 days notice— \$20 Admin Fee applies  
5 days to 28 days notice— 50% Refund applies  
Less than 5 days notice— No Refund applies
- Minimum booking of 2 hours. Set up time and clean up time needs to be calculated into your room hire time
- Payment is required at the time of booking (only credit card payments can be taken via telephone). All methods of payment are accepted and can be discussed at time of booking
- The room is to be left clean and tidy with tables and chairs (only 4 per stack) arranged as per photos on the wall and in this pamphlet
- When using the heating/cooling systems please ensure the doors and windows are kept closed, they are turned off after use and remote controls returned to their holders on the wall
- No items are to be stuck on walls, ceiling and cupboards
- Please inform office staff if there are any maintenance issues or those that could lead to a risk/hazard; we do everything possible to minimise accidents
- Nappies are not to be disposed of in Sanitary Bins
- **Please ensure that all rubbish is taken off the premises**

Hirers are required to phone the office on **9803 2335** two days prior to booking date to receive an **Access Code** and entry/exit instructions to the Function Room - see back page for building map.

**If any emergency situation arises please contact  
Manager (Business Hours) 0490 261 532 or  
City of Whitehorse (After Hours) 9262 6333**

## OTHER VSNH SERVICES

We hope that you have an enjoyable time and return to Vermont South Neighbourhood House. You may be interested in our other services:

- Adult Programs  
Learn Local Courses,  
Art/Craft,  
General Interest,  
Health & Fitness
- Children Programs
- Community Café & Catering
- Social Groups & Programs



The Vermont South Neighbourhood House supports environmental sustainability. One way that you can help in this effort is to **not use** balloons or plastic straws at your events.

Please consider environmentally friendly alternatives such as bubble blowers and recycle friendly paper straws!

## The Function Room - Facilities

- ◆ Approximately 55 person indoor capacity;
- ◆ 6 tables & 55 chairs for adults and 4 tables & 30 chairs for children;
- ◆ Kitchenette providing upright electric stove with oven, microwave, refrigerator, dishwasher, instant boiling hot water urn;
- ◆ Unisex toilet;
- ◆ Access to safe fenced in play area;
- ◆ Heating and cooling; and
- ◆ Outdoor picnic seating.

