Vermont South
Neighbourhood House

Function Room Hire Information Handbook 2026

1 Karobran Drive, Vermont South 3133

Phone: 9803 2335

Email: info@vsnh.org.au

Web: www.vsnh.org.au

The 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).

Facilities:

- Indoor capacity of approximately 80 people.
- 6 tables & 55 chairs for adults and 4 tables & 20 chairs for children.
- The kitchenette is equipped with an upright electric stove and oven, microwave, refrigerator, dishwasher, and an instant hot water urn. Please note that guests are required to provide their own crockery, cutlery, and serving trays.
- Unisex toilet.
- Access to a safe, fenced in play area.
- Heating and cooling.

HIRE RATES

$60.00 per hour
Public Liability Insurance: $20 per hire
Optional Toy Party Pack: $30 per hire

CONDITIONS OF HIRE

Things to Know Before You Book:

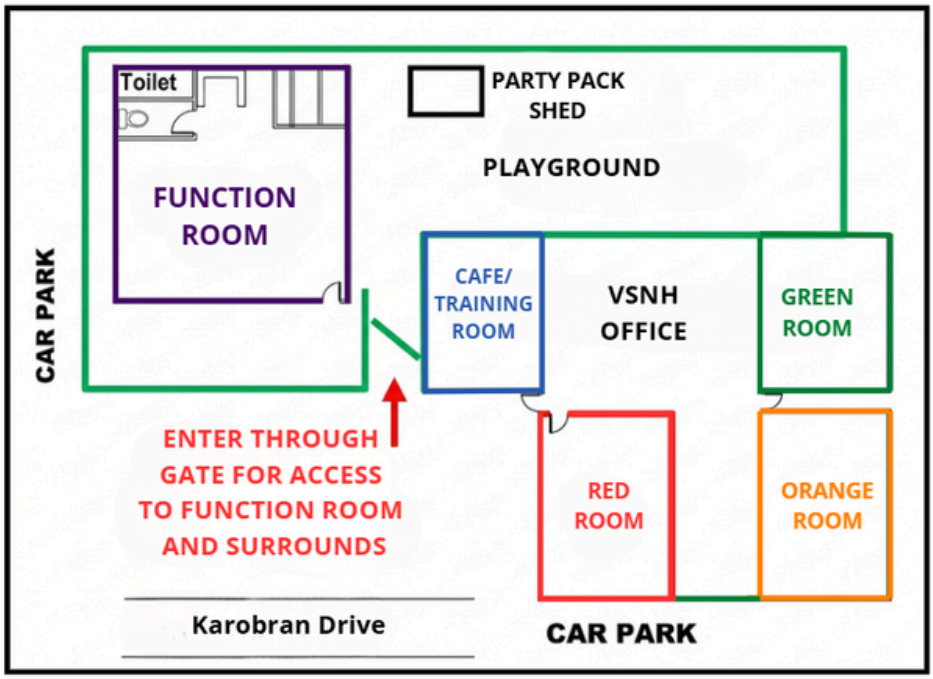
- **Agreement:** A Room Hire Agreement must be signed at the time of booking.
- **Insurance:** Vermont South Neighbourhood House (Local Community Insurance) provides Public Liability Insurance for individual hirers at a cost of $20 per hire (once paid for, this is non-refundable)
- **Please note:**
  **A $500 excess applies to any claim*
  * *Private organisations will need to provide their own insurance*.
- **Payment is required in full at the time of booking.** Please note that we only accept credit card payments for room hire. Payments can be processed over the phone or in person when you book.
- Please note: there is a **2-hour minimum** for all bookings. Your reserved time must include all necessary setup and cleanup; please ensure you factor these into your total hire duration.

Cancellation Policy:

- More than 1 month's notice - $20 Admin fee applies + $20 Public Liability Insurance Fee (paid at time of booking).
- Less than 1 month's notice - Non-refundable.

Room Use & Departure Guidelines

- We ask that you leave the room as you found it. Please tidy the space and arrange the furniture to match the reference photos on the wall. When packing away, please stack chairs in groups of four only.
- When using the heating or cooling system, please keep all doors and windows closed to maximize efficiency. Before leaving, ensure the system is turned off and all remote controls are returned to their designated wall holders.
- No items are to be stuck on walls, ceilings and cupboards.
- Please inform office staff if there are any maintenance issues or those that could lead to a risk/hazard; we do everything to minimise accidents.
- Nappies are not be disposed of in Sanitary Bins.
- Please ensure that all rubbish is taken off the premises VSNH bins are not to be used.



Hirers will be given an **Access Code** at time of booking and entry/exit instructions to the Function Room.

If any emergency situation arises please contact:
Manager (Business Hours) 0490 262 532 or
City of Whitehorse (After Hours) 9262 6333

Four unique spaces are also available for hire, ideal for meetings, training programs, and conferences (no parties).

Please call 9803 2335 to discuss booking options.

Cafe/Training Room

Orange Room

Red Room

Green Room

Available with Function Room Hire

Toy Party Pack

Playground

We hope that you have an enjoyable time and return to Vermont South Neighbourhood House soon.

Vermont South Neighbourhood House is committed to environmental sustainability. To support this effort, we ask that you avoid using balloons or plastic straws at your event. We encourage the use of eco-friendly alternatives, such as bubble blowers or recyclable paper straws.