



Central Ringwood  
Community Centre Inc.

ABN: 82 757 628 466

## Central Ringwood Community Centre

Bedford Park, Rosewarne Lane,  
Ringwood 3134

Phone / Fax (03) 9870 2602

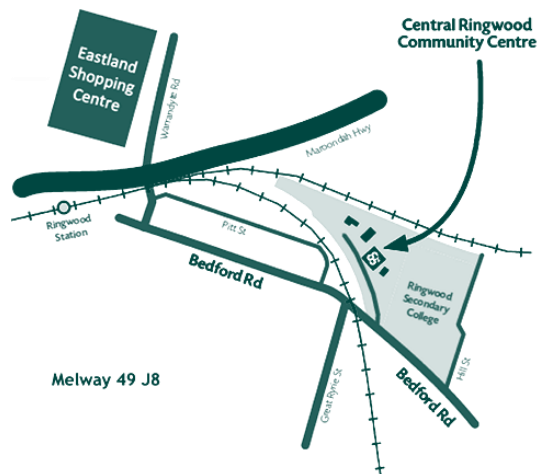
info@crccinc.org.au

www.crccinc.org.au

### Office Hours

Monday to Thursday 9.00 am to 4.00 pm

Friday 9.00 am to 1.00 pm



**Other buildings in Bedford Park may be available for hire.**

**Please contact the individual halls for details:**

Guide Hall: libby.butler@guidesvic.org.au

Ringwood Ballet 0401 956 787 president@ringwoodballet.org.au

Scout Hall 9870 2888 olivea.sutton@maroondah.vic.gov.au

## Central Ringwood Community Centre



## Venue Hire Information

## Standard Hire Rates<sup>^</sup>

Room Number	Maximum Capacity	Business Rate/ Private Booking (per hour)	Not for Profit Group (per hour)
Rooms 3* & 4, Children's room, Room 6*, Room 7*	20 - 40	\$ 30	\$ 20
Room 2 only and Room 4 only	15	\$ 22	\$ 15
Rooms 1* & 2, Room 10*	60	\$ 30	\$ 20
Computer room*	12	\$ 30	\$ 25
Small meeting room	4	\$ 15	\$ 12
Community Hall – * ongoing weekdays	300	\$ 30	\$ 22
Community Hall – casual weekdays	300	\$40	\$ 30
Community Hall – nights & weekends	300	\$ 60 (minimum 3 hours)	\$ 40 (minimum 3 hours)

<sup>^</sup>correct as at time of printing

Discounts and discretionary rates may be available on consultation with the Centre Manager.

### Equipment available:

- All training rooms have tables, chairs and whiteboard, as well as heating, air conditioning, ceiling fans and wireless internet.
- The Community Hall has 25 tables and 180 chairs
- The meeting room is furnished with a table and lounge chairs.
- Rooms marked with an asterisk (\*) have inbuilt data projector. A portable projector is available for other rooms.
- All training rooms have TV with DVD player installed
- Photocopying is available during business hours, and can be paid by cash or on account
- Coffee machine is available by arrangement at \$50 per booking. Beans and milk not provided.
- The following items are made available by arrangement:  
  - Laptop / iPads/ Tablets \$5.00 per item per session
- You are expected to leave the facilities set up as you found them, and in a clean and tidy condition. **Rubbish must be taken away.**

### Catering:

- Cups, crockery, fridge and dishwasher are provided, and you are welcome to bring your own refreshments. Alternatively, tea, coffee and milk can be provided at a cost of \$ 20 per half day session, \$ 30 per full day session for groups of up to 30 participants.
- Use of a shared kitchen for catering is free with any other room hire.

### Insurance:

- You will need to supply a copy of your current public liability insurance certificate.
- If you do not have insurance we can organise it for you through Maroondah City Council for \$16.50 per session, or \$33.00 if alcohol is being served. In some cases a liquor licence may also be required.

### Bond:

- A bond of \$300 is payable on after hours bookings.