



Introduction

North Sydney Council offers a range of subsidised community facilities for hire including community halls and meeting rooms.

Council is committed to sharing its range of facilities with as many people as possible so that everyone can enjoy access to community gatherings and activities.

Council offers cheap rental rates to help community organisations to develop their programs and interests.

Our policy is about making sure that we balance the needs of community groups, be they longstanding bookings for regular activities or meetings and those that are short term (casual).

North Sydney Council supports the rights of children and young people and is committed to their care and protection. Council believes that the safety and wellbeing of children and young people is everybody's business. Council requires all hirers to comply with NSW legislation and regulation around child protection, reportable conduct, children's employment and working with children.

Hirers that provide activities which involve children less than 18 years of age must comply with the requirements of the *Child Protection (Working with Children) Act (2012)*, *Ombudsman Act 1974* and *Children and Young Persons (Care and Protection) Act (1998)*. A WWCC must be sought where applicable for child related work.



Venues for Hire

ROOM GUIDE - QUICK REFERENCE

- 1. Coal Loader Centre for Sustainability**
Balls Head Road, Waverton NSW 2060
 - Mess Hall
 - Genia McCaffery Centre for Sustainability
 - Tunnel One

- 2. Cremorne Early Childhood Centre**
108 Parraween Street, Cremorne NSW 2090
 - Small Meeting Room

- 3. Forsyth Park Community Centre**
2B Montpelier Street, Neutral Bay NSW 2089
 - Hall
 - Meeting Room

- 4. Fred Hutley Hall**
North Sydney Council Chambers, 200 Miller Street, North Sydney NSW 2060
 - Fred Hutley Hall
 - Geddes Meeting Room

- 5. Kendall Community Centre**
Warwick Avenue, Cammeray NSW 2062
 - Hall

- 6. McMahons Point Community Centre**
165 Blues Point Road, North Sydney NSW 2060
 - Upper Hall

- 7. Neutral Bay Community Centre**
190-192 Military Road, Neutral Bay NSW 2089
 - First Floor Meeting Room
 - Hall with Stage

Venues for Hire

ROOM EQUIPMENT GUIDE

For specific conditions relating to the hire of halls and community centres, refer to ‘Application Forms and Conditions’ for the appropriate venue.

For more information or to make a reservation, please contact Customer Service Bookings, North Sydney Council, on **9936 8200** or **9936 8427**.

Refer to the schedule of fees for a detailed pricing guide.

Coal Loader Centre for Sustainability - Mess Hall

Location:	End of Balls Head Road Waverton NSW 2060	
Room available:	Mess Hall	
Available hours (unless otherwise reserved):	Monday - Friday	8.00am - 10.00pm
	Saturday - Sunday	8.00am - 11.00pm
Number of People:	25	
Tables:	8 trestle (750mm wide x 1800mm long)	
Chairs:	25 cushioned	
Size of Meeting Room:	6.3m wide x 9.7m long	
Floor covering:	Polished timber floorboards	
Facilities:	<ul style="list-style-type: none"> ➤ Fridge/Freezer ➤ 15L hot water urn ➤ Gas heater ➤ Kitchen incl. gas oven/cook top/microwave oven and catering items for 25 people (crockery, glasses, mugs and cutlery) ➤ Unisex Disabled toilet ➤ Timber balcony (2m wide x 9m long) ➤ Pull down screen 	
Parking:	<ul style="list-style-type: none"> ➤ Minimal on street (untimed) ➤ Public transport (10 minute walk from Waverton Train Station) 	
Note:	<p><i>The State Emergency Services (SES) has exclusive use of this facility (the Mess Hall) during the following hours:</i></p> <ul style="list-style-type: none"> - Monday 5:00pm to 11:00pm - Saturday 8:00am to 5:00pm <p>Declared Emergencies:</p> <p><i>In the event of a declared emergency the SES may require use of this facility at short notice. In these circumstances the hirer will be required to vacate the building at short notice. Council will refund any monies received.</i></p> <p><i>All events must finish on time. Failure to comply will result in \$100 being deducted from the bond.</i></p> <p>Casual Use: This venue closes at 8.00pm on Christmas Eve.</p>	

Venues for Hire

Coal Loader Centre for Sustainability - Genia McCaffery Centre for Sustainability

Location:	End of Balls Head Road Waverton NSW 2060	
Room available:	Genia McCaffery Centre for Sustainability	
Available hours (unless otherwise reserved):	Monday - Friday Saturday	9.00am - 10.00pm 10.00am - 11.00pm
Number of People:	70 (theatre style seating)	
Tables:	8 trestle (750mm wide x 1800mm long)	
Chairs:	70 non-cushioned	
Size of Meeting Room:	10.5m wide x 7.5m long	
Floor covering:	Polished timber floorboards	
Facilities:	<ul style="list-style-type: none"> ➤ Bar Fridge ➤ Kitchenette w/dishwasher, microwave, boiling water on tap & small lounge area ➤ Solar-boosted gas heating ➤ Catering items for small groups of less than 15 ➤ Ceiling fans (4) ➤ Ceiling-mounted data projector & screen - VGA input compatible ➤ Whiteboard ➤ Flipchart stand ➤ Pull down screen (ceiling mounted) ➤ Unisex Disabled toilet; male & female public toilets ➤ Large, partly covered timber balcony (4.5m wide x 15m long) 	
Parking:	<ul style="list-style-type: none"> ➤ Minimal on street (untimed) ➤ Public transport (10 minute walk from Waverton Train Station) 	
Note:	<p><i>The Coal Loader Centre for Sustainability has been developed as a community resource for the promotion, education and engagement of environmental sustainability. Use of the Genia McCaffery Centre for Sustainability for activities that are not aligned with this core objective (i.e. weddings, parties etc.) is outside this core objective and will not be accepted.</i></p> <p><i>All events must finish on time. Failure to comply will result in \$100 being deducted from the bond.</i></p> <p>Casual Use: This venue closes at 8.00pm on Christmas Eve.</p>	

Venues for Hire

Coal Loader Centre for Sustainability – Tunnel One

Location:	End of Balls Head Road Waverton NSW 2060	
Room available:	Tunnel One	
Available hours (unless otherwise reserved):	Monday - Friday	9.00am - 10.00pm
	Saturday - Sunday	10.00am - 11.00pm
Number of People:	150	
Tables:	0	
Chairs:	0	
Size of Venue:	Exhibition Space: 16m x 5.5 approx Chambers (25 in total): 5m x 5m approx	
Floor covering:	Crushed Sandstone	
Facilities:	There are no facilities in this venue. All items must be brought in by the hirer	
Parking:	<ul style="list-style-type: none"> ➤ On street (4hr timed/ unlimited) ➤ Public transport (10 minute walk from Waverton Train Station) 	
Note:	<p><i>All events must finish on time. Failure to comply will result in \$100 being deducted from the bond.</i></p> <p><i>A site visit to the venue must be undertaken before a booking will be approved and applications will be assessed on a case by case basis.</i></p> <p><i>To discuss your event please contact Coal Loader Staff on 9936 8100.</i></p> <p>Casual Use: This venue closes at 8.00pm on Christmas Eve.</p>	

Venues for Hire

Cremorne Early Childhood Centre

Location:	108 Parraween Street Cremorne NSW 2090	
Room available:	Meeting Room	
Available hours (unless otherwise reserved):	Saturday	8.30am - midnight
	Sunday	8.30am – 6:00pm
Number of People:	20	
Tables:	0	
Chairs:	20	
Size of Meeting Room:	7.9m wide x 7.3m long	
Floor covering:	Carpet	
Facilities:	<ul style="list-style-type: none"> ➤ Bar fridge ➤ Zip hot water system ➤ Reverse cycle air-conditioning ➤ Disabled toilets 	
Parking:	<ul style="list-style-type: none"> ➤ Minimal on street (timed) ➤ Disabled parking ➤ Public transport (at the door) 	
Note:	<i>To be used for meetings only</i>	
Casual Use:	This venue closes at 8.00pm on Christmas Eve.	

Venues for Hire

Forsyth Park Community Centre

Location:	2B Montpelier Street Neutral Bay NSW 2089	
Room available:	Hall	
Available hours (unless otherwise reserved):	Saturday	8.30am - midnight
	Sunday	8.30am – 8.00pm
Number of People:	70	
Tables:	12	
Chairs:	50	
Size of Hall:	12.4m wide x 7.9m long/11.3m wide x 7.4m long	
Floor covering:	Vinyl	
Facilities:	<ul style="list-style-type: none"> ➤ Fridge ➤ Microwave ➤ Stove (4 hot plates and oven) ➤ Ceiling fans/strip heaters ➤ Disabled toilet ➤ Zip hotwater system 	
Parking:	<ul style="list-style-type: none"> ➤ Minimal on street (timed) ➤ Disabled parking ➤ Public transport (at the door but infrequent) 	
Note:	<i>All events must finish on time. Failure to comply will result in \$100 being deducted from the bond.</i>	

Room available:	Meeting Room	
Number of People:	25	
Available hours (unless otherwise reserved):	Saturday	8.30am - midnight
	Sunday	8.30am - 8.00pm
Tables:	0	
Chairs:	0	
Floor covering:	Vinyl	
Note:	<p><i>Activity must be compatible with Cammeraygal Montessori School if using the Meeting Room Monday to Friday up to 6pm.</i></p> <p>Casual Use: This venue closes at 8.00pm on Christmas Eve.</p>	

Venues for Hire

Fred Hutley Hall

Location:	North Sydney Council Chambers 200 Miller Street North Sydney NSW 2060	
Room available:	Fred Hutley Hall	
Available hours (unless otherwise reserved):	Monday - Sunday	8.30am - midnight
Number of People:	220	
Tables:	12 trestle (700mm wide x 1600mm long)	
Chairs:	220	
Size of Hall:	12.3m wide x 17.8m long	
Floor covering:	Polished timber	
Facilities:	<ul style="list-style-type: none"> ➤ Fridge ➤ Microwave ➤ Oven ➤ Zip hot water system ➤ Dishwasher ➤ Air-conditioned ➤ Disabled toilets 	
Parking:	<ul style="list-style-type: none"> ➤ Minimal on street (timed) parking station close by ➤ Disabled parking ➤ Public transport (at the door) 	
Equipment available (price on 'Application Form' or 'Equipment Hire Rates Form'):	<ul style="list-style-type: none"> ➤ Lectern ➤ Screen ➤ Microphone and amplifier ➤ Portable microphone ➤ Partitions 	
Note:	<p><i>To be used for meetings, auctions and exhibitions (functions prohibited). All events must finish on time. Failure to comply will result in \$100 being deducted from the bond.</i></p> <p>Casual Use: This venue closes at 8.00pm on Christmas Eve.</p>	

Minimum 2 hours

Venues for Hire

Fred Hutley Hall (*Continued*)

Room available:	Geddes Meeting Room	
Available hours	Monday - Friday	6.00pm - midnight
(unless otherwise reserved):	Saturday and Sunday	8.30am - midnight
Number of People:	15	
Tables:	1	
Chairs:	15	
Floor covering:	Carpet	
Facilities:	<ul style="list-style-type: none"> ➤ Urn ➤ Sink ➤ Air-conditioned ➤ Ceiling fans 	
Parking:	<ul style="list-style-type: none"> ➤ Minimal on street (timed) parking station close by ➤ Disabled parking ➤ Public transport (at the door) 	
Note:	<p><i>To be used for meetings only. All events must finish on time.</i></p> <p>Casual Use: This venue closes at 8.00pm on Christmas Eve.</p>	

Minimum 2 hours

Venues for Hire

Kendall Community Centre

Location:	Warwick Avenue Camberay NSW 2062	
Room available:	Hall (with balcony)	
Available hours (unless otherwise reserved):	Saturday	8.30am - midnight
	Sunday	8.30am – 6:00pm
Number of People:	60	
Tables:	5 Adult (1m wide x 2m long) 2 Children (80cm wide x 1.5m long)	
Chairs:	30 Adult	20 Children
Size of Hall:	13.8m wide x 6.2m long	
Floor covering:	Polished timber	
Facilities:	<ul style="list-style-type: none"> ➤ Microwave ➤ Fridge ➤ Zip hot water unit ➤ Children’s size toilets ➤ Air conditioning 	<ul style="list-style-type: none"> ➤ Oven and 4 burner stove
Parking:	<ul style="list-style-type: none"> ➤ Minimal on street (timed) ➤ Public transport (a block away) 	
Note:	<p><i>All events must finish on time. Failure to comply will result in \$100 being deducted from the bond. 16th, 18th and 21st prohibited.</i></p> <p>Casual Use: This venue closes at 8.00pm on Christmas Eve.</p>	

Venues for Hire

McMahons Point Community Centre

Location:	165 Blues Point Road McMahons Point NSW 2060	
Room available:	Upper Hall	
Available hours (unless otherwise reserved):	Monday - Saturday Sunday	8.30am - midnight 8.30am - 6.00pm
Number of People:	100	
Tables:	20 (4 people per table)	
Chairs:	105	
Size of Hall:	7.7m wide x 13.7m long	
Floor covering:	Polished timber	
Facilities:	<ul style="list-style-type: none"> ➤ Fridge ➤ Microwave ➤ 4 hot plates ➤ Zip hot water system ➤ Dishwasher ➤ Stage ➤ Ceiling fans / Air conditioning ➤ Disabled toilets 	
Parking:	<ul style="list-style-type: none"> ➤ Minimal on street (timed) ➤ Public transport (at the door) 	
Note:	<p><i>All events must finish on time. Failure to comply will result in \$100 being deducted from the bond. Children's parties up to the age of 12 years and 'mature' age functions only are permitted.</i></p> <p>Casual Use: This venue closes at 8.00pm on Christmas Eve. It is not available for hire on New Years Eve.</p>	

Venues for Hire

Neutral Bay Community Centre

Location:	190 Military Road Neutral Bay NSW 2089	
Room available:	Hall with Stage	
Available hours (unless otherwise reserved):	Monday - Saturday Sunday	8.30am - midnight 8.30am - 8.00pm
Number of People:	50	
Tables:	3 (1m wide x 1m long)	
Chairs:	50	
Size of Hall:	7.2m wide x 10.2m long	
Floor covering:	Polished timber	
Facilities:	<ul style="list-style-type: none"> ➤ Stage ➤ Reverse cycle air-conditioning 	
Parking:	<ul style="list-style-type: none"> ➤ Minimal on street (timed) ➤ Disabled parking ➤ Public transport (at the door) 	
Note:	<i>The upper floor has a kitchenette (adjoining the first floor meeting room). However, it is a shared facility (by those using the First Floor Meeting Room and the Hall with Stage). Meetings and classes only, functions are prohibited.</i>	
Room available:	First Floor Meeting room	
Number of People:	50	
Available hours (unless otherwise reserved):	Monday - Saturday Sunday	8.30am - midnight 8.30am - 8.00pm
Tables:	7 (1m wide x 1m long)	
Chairs:	50	
Size of Meeting Room:	7.2m wide x 7.8m long	
Floor covering:	Carpet	
Facilities:	<ul style="list-style-type: none"> ➤ Fridge ➤ Stove (4 hot plates) ➤ Zip hot water unit ➤ Microwave ➤ Reverse cycle air-conditioning 	
Parking:	<ul style="list-style-type: none"> ➤ Minimal on street (timed) ➤ Disabled parking ➤ Public transport (at the door) 	
Note:	<p><i>To be used for meetings and classes only. Functions prohibited. All events must finish on time. This room has a kitchenette, however it is a shared facility (by those using the Hall with Stage).</i></p> <p>Casual Use: This venue closes at 8.00pm on Christmas Eve.</p>	

Venues for Hire

FACILITY INSPECTION TIMES

Coal Loader Centre for Sustainability

Inspections can be made at any time during business hours (unless occupied). To find out more, contact the facility direct Ph: 9936 8226 / 9936 8229. Business hours at the site are Monday to Friday 9.00am - 4.00pm and Saturday 10.00am - 4.00pm.

Cremorne Early Childhood Centre

This centre is booked on a permanent basis Monday to Friday. However, the tenant may allow prospective hirers to view the premises during business hours. To find out more, contact the facility direct Ph: 9953 7042.

Forsyth Park Community Centre

This centre is booked on a permanent basis Monday to Friday. However, the tenant may allow prospective hirers to view the premises during business hours. To find out more, contact the facility direct Ph: 9929 4801.

Fred Hutley Hall

Inspections can be made at any time during business hours (unless occupied).
Contact Customer Service to arrange for an inspection Ph: 9936 8200 / 9936 8427.

Kendall Community Centre

This centre is booked on a permanent basis Monday to Friday. However, the tenant may allow prospective hirers to view the premises during business hours. To find out more, contact the facility direct Ph: 9955 4244.

McMahons Point Community Centre

Inspections can be made at any time during business hours (unless occupied).
Contact Customer Service to arrange for an inspection Ph: 9936 8200 / 9936 8427.

Neutral Bay Community Centre

Inspections can be made at any time during business hours (unless occupied).
Contact Customer Service to arrange for an inspection Ph: 9936 8200 / 9936 8427.

Venues for Hire**FACILITIES SCHEDULE OF FEES**

The fees and charges below are applicable until 30/6/2025 (GST Inclusive).

The hourly rates are intended as a guide only. The final cost will be confirmed at the time of making a booking. All information shown is subject to change without notice until a booking has been finalised.

Bookings are accepted subject to the Council's 'conditions of hire' (refer to application forms). Detailed instructions and/or conditions about your chosen venue will be provided when your booking is confirmed.

Additional Fees (that may need to be paid)

Public Liability Insurance	\$55.00
Garbage Bins	\$81.00 each
Late Fee*	\$25.00
Amendment Fee	\$25.00
Cancellation Fee	\$50.00 - \$100.00
Bonds	Up to \$600.00

*For bookings required within one month of the event date.

Coal Loader Centre for Sustainability

Balls Head Drive, Waverton

Genia McCaffery Centre for Sustainability

Monday to Friday	9.00am - 4.00pm	\$103.00 per hour
Monday to Friday	4.00pm - 10.00pm	\$122.00 per hour
Saturday	10.00am - 4.00pm	\$132.00 per hour
Saturday	4.00pm - 11.00pm	\$169.00 per hour

Mess Hall

Monday to Friday	8.00am - 4.00pm	\$103.00 per hour
Monday to Friday	4.00pm - 10.00pm	\$122.00 per hour
Saturday and Sunday	8.00am - 4.00pm	\$132.00 per hour
Saturday and Sunday	4.00pm - 11.00pm	\$169.00 per hour

Tunnel One

Monday to Friday	8.00am - 4.00pm	\$ 98.00 per hour
Monday to Friday	4.00pm - 10.00pm	\$126.00 per hour
Saturday and Sunday	8.00am - 4.00pm	\$172.00 per hour
Saturday and Sunday	4.00pm - 11.00pm	\$286.00 per hour

Day rates apply for bookings longer than 2 consecutive days. Price on application.

Bond	\$200.00 - \$600.00
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Venues for Hire

Cremorne Early Childhood Centre

108 Parraween Street, Cremorne

Meeting Room

Saturday	9.00am - midnight	\$80.00 per hour
Sunday	9.00am - 6.00pm	\$80.00 per hour

Forsyth Park Community Centre

Montpelier Street, Neutral Bay

Hall

Saturday	8.30am - midnight	\$92.00 per hour
Sunday	8.30am - 8.00pm	\$92.00 per hour

Meeting Room

Saturday	8.30am - midnight	\$67.00 per hour
Sunday	8.30am - 8.00pm	\$67.00 per hour

Bond (applicable to functions only) \$500.00

Fred Hutley Hall

Council Chambers

200 Miller Street, North Sydney

Fred Hutley Hall

Monday to Friday	8.30am - 6.00pm	\$103.00 per hour
Monday to Friday	6.00pm - midnight	\$122.00 per hour
Saturday and Sunday	8.30am - 6.00pm	\$144.00 per hour
Saturday and Sunday	6.00pm - midnight	\$169.00 per hour

Geddes Meeting Room

Monday to Friday	6.00pm - midnight	\$86.00 per hour
Saturday and Sunday	8.30am - midnight	\$98.00 per hour

Bond \$200.00 - \$600.00

Equipment hire

Lectern	\$11.00
Screen	\$10.00
Microphone and amplifier	\$22.00
Portable microphone	\$22.00
Partitions	\$10.00 each

Venues for Hire

Kendall Community Centre

Warwick Avenue, Cammeray

Hall

Saturday	8.30am - midnight	\$80.00 per hour
Sunday	8.30am - 6.00pm	\$80.00 per hour

Bond (applicable to functions only) \$500.00

McMahons Point Community Centre

165 Blues Point Road, McMahons Point

Upper Hall

Monday to Friday	8.30am - midnight	\$86.00 per hour
Saturday	8.30am - midnight	\$86.00 per hour
Sunday	8.30am - 6.00pm	\$86.00 per hour

Bond (applicable to functions only) \$500.00

Neutral Bay Community Centre

190 Military Road, Neutral Bay

Hall with Stage

Monday to Friday	8.30am - midnight	\$67.00 per hour
Saturday	8.30am - midnight	\$86.00 per hour
Sunday	8.30am - 8.00pm	\$86.00 per hour

First Floor Meeting Room

Monday to Friday	8.30am - midnight	\$62.00 per hour
Saturday	8.30am - midnight	\$67.00 per hour
Sunday	8.30am - 8.00pm	\$67.00 per hour

Venues for Hire

DISCOUNTS

DISCOUNT ENTITLEMENTS

Category (ii), (iii) and (iv) bookings must not exceed 20 hours per week

1. Discounts applicable when hiring a Community Centre

Category (i) No Charge

Playgroups and health related preschool services
Precincts (and groups convened on an issue endorsed by Council resolution)
Peak (local) cultural groups
Peak (local) seniors groups for approved activities
Council and other levels of Government statutory/regulatory activities

Category (ii) 75% Discount

Peak (local) seniors groups for other activities
Non-profit groups providing counselling targeting alcohol, drugs and tobacco addiction (AA, Al-Anon)

Category (iii) 50% Discount

Non-profit cultural groups and charities

Category (iv) 25% Discount

Registered Political Parties and local cultural and recreational use*

* Activities to promote wellbeing, e.g. karate, dance, meditation, art classes, yoga, music and language lessons etc.

Category (v) 15% Discount for bookings of 8 hours or more

Corporate events
If a single booking exceeds eight (8) hours, then a 15% discount will apply.

Category (vi) 15% Discount (Applicable to Leaseholders only)

Leaseholders, when using the Centre outside the hours specified in their lease, will be able to book as follows:

- No Charge - Clean Ups
- No Discount - Fundraisers,* AGMs and Parent Teacher Meetings
 - * unless booking twelve (12) sessions or more (at the one time), then 15% discount will apply.

Category (vii) Primrose Park Gallery

Applies to artists only
Flat Fee per day

Venues for Hire

2. Discounts applicable when hiring the Fred Hutley Hall (Council's main auditorium)

Category (i) No Charge

- Health related services of wide community importance (e.g. Australian Red Cross Blood Bank)
- Precincts (and similar groups endorsed by Council resolution)
- Council and other levels of Government statutory/regulatory activities (Citizenship)

Category (ii) 50% Discount

- Peak local cultural groups (e.g. North Sydney Symphony Orchestra)

Category (iii) 25% Discount

- Non-profit cultural groups and charities

Category (iv) 15% Discount for bookings of 8 hours or more

- Corporate events, functions and commercial ventures (e.g. antiques, painting and oriental rug sales)

Category (v) Bond Charge Only: Applicable to Artists Co-operative

- One week block booking (limited to 2 separate bookings per annum) for Artists Co-operative if endorsed by the North Sydney Arts Committee.

3. Discounts applicable when hiring the Coal Loader Centre for Sustainability (Mess Hall, Genia McCaffery Centre and Tunnel One)

Category (i) No Charge

- North Sydney Council
- Precincts (and similar groups endorsed by Council resolution)
- Self-guided School visits and excursions (Note: A separate fee schedule applies for guided school excursions)
- Artists participating in North Sydney Council's Artist' Studio program

Category (ii) 50% Discount

- Peak environment groups eg. Wilderness Society, Nature Conservation Council
- Peak cultural groups e.g. Royal Australian Historical Society
- Registered non-government organisations (NGOs), or not-for-profit organisations, with an environmental or sustainability focus eg. Planet Ark
- Local environment groups within North Sydney local government area e.g. Permaculture Sydney North
- Local cultural groups North Sydney local government area e.g. Shakespeare on the Green

Category (iii) 25% Discount

- Non-profit cultural groups and charities

Category (iv) 15% Discount for bookings of 7 hours or more

- Corporate events and functions for bookings of 7 hours or more
- Other levels of Government whose organisational focus or specific use of the site directly relates to the Coal Loader Centre for Sustainability's focus