



INFORMATION FOR HOUSE HIRERS

Venue Facilities

Main Room (minimum 3 hour booking on weekends. For bookings less than 6 hours in duration, morning bookings to finish **no later than 2.00pm** and afternoon bookings to commence **no earlier than 1.30pm**)

Suitable for: Parties and celebrations; meetings; workshops; community groups

Availability: Weekends 9:30 am-6pm (later by negotiation); Mon – Fri *limited availability (contact office)*

Description: The Main Room is situated in the historic railway station building constructed in 1888 as North Carlton Railway Station on the Inner Circle Line. It is a great venue for parties and celebrations, with a lovely leafy outlook on to Hardy Gallagher Reserve. It opens on to a large undercover veranda and has easy access to the public barbeques and children's playground. It adjoins a well-equipped kitchen complete with large fridge, stove, oven, urn, kettle, microwave, baking trays, serving platters, crockery, cutlery and glasses. Four trestle tables and 20 chairs are included.

Cost: **\$50** per hour for one off event. *Discounts apply for 5 or more consecutive bookings.*

Pavilion

Suitable for: Meetings; workshops; community groups

Availability: Saturdays 12pm – 6pm, Sundays 10am – 4pm;); Mon – Fri *limited availability (contact office)*

Description: The Pavilion is a pleasant, sunny room with French doors opening on to a small undercover veranda with the bocce courts beyond. It has a microwave, fridge, kettle, and a small number of cups and glasses. 3 trestle tables and 15 chairs are included.

Cost: **\$30** per hour for one off event. *Discounts apply for 5 or more consecutive bookings.*

Bocce Equipment

Bocce Equipment can be hired for use on our Bocce Court.

Availability: *Please contact office*

Cost: **\$20** flat fee.

NB: Please factor in time to set up and clean up in your booking time.

Arrival and Departure

A \$20 caretaker fee covers the cost of a caretaker to open the House for you and close up at the end of your event. Please arrive promptly and, if you are doing your own cleaning, make sure that you have completed cleaning and are ready to leave **on time** at the end of your function. There are often back-to-back bookings.

Cleaning

For a fee of **\$30** we can arrange to have the House cleaned for you after your event. If you opt to clean the House yourself, it is your responsibility to **ensure that you leave enough time to clean the House properly**. A \$30 cleaning fee will be charged if our caretaker needs to complete any cleaning that you have neglected.

Noise Levels

Railway House is located in a residential area and we ask that you consider our neighbours and keep noise levels to a reasonable level. Amplified music is **NOT** to be played under any circumstances.

Public Liability Insurance

Accidents occurring as a result of our negligence are covered by Railway House's Public Liability Insurance. However, accidents that occur as a result of the hirer's negligence will not be covered by our insurance policy.

Payment

Full payment is due **3 weeks** prior to your event and can be made by cash or cheque (payable to 'North Carlton Railway Station Neighbourhood House') or by EFT.

BSB:	313-140
Account Name:	North Carlton Railway Station Neighbourhood House
Account Number:	1205 4263

Please put your **SURNAME** and the **DATE OF YOUR EVENT** as a reference.

Cancellation

A cancellation fee of **\$50** will apply in the event of a cancellation being made with less than 10 days' notice.

Emergency Numbers

Railway House Staff:	0402 217 366 or 0405 312 353
Caretaker:	0438 567 096