

MEETING AND TRAINING FACILITIES GUIDE 2019 / 2020



SINGLETON
COUNCIL

SINGLETON LIBRARY

Singleton Library has a meeting room training room, and interview room, that are available to hire and can include catering and equipment as required.

For enquiries and bookings contact the Singleton Public Library on
T 02 6578 7500.

CATERING AND EQUIPMENT

Equipment for hire is only for use in the Library

Continuous instant coffee & tea	\$4.00 per person
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Jugs of chilled water	\$1.85 per jug
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Electronic whiteboard	\$7.25
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Smartboard	\$7.25
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TV and DVD player	\$7.25
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Flip chart	\$7.25
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Markers	\$7.25
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Standard whiteboard	no charge
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Free standing display board	no charge
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Equipment for hire is only for use in the Library

No charge if done by hirer & restored to original setup, 50% charge if not restored.

Variation to standard setup	\$54.65
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Kitchenette access	\$25.40
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Additional charge for kitchen clean-up for non-adherence to rules displayed in kitchenette.

Kitchen clean up	\$42.30
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Hourly Rate

Community Groups unfunded	\$15.20
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Community Groups funded	\$28.75
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Small businesses	\$28.75
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Commercial	\$50.95
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Minimum 1 hour hire with subsequent hours charged in 1/2 hour blocks

Half Day (4 hours)

Community Groups unfunded	\$46.80
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Community Groups funded	\$90.30
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Small businesses	\$90.30
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Commercial	\$160.90
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Note: small businesses are defined as per ATO and Fair Work Australia definitions

Training Room

Maximum 11 people seated at computers

No food or drink is permitted in this room.

Meeting Room

Up to 30 people seated at six tables

Interview Room

Up to 12 people seated at tables



SINGLETON VISITOR AND ENTERPRISE CENTRE

The Singleton Visitor Information and Enterprise Centre is a purpose-built facility offering a board room for hire.

The board room is a fully-equipped meeting room with a large board table, smart-board, laptop and flip chart. The Board Room seats 10 around the board table.

Catering is available to suit all budgets.

For enquiries and bookings, contact the Singleton Visitor Information and Enterprise Centre on **T 02 6573 7560**.

BOARD ROOM

Duration	Rate (including GST)
Hourly Rate (During standard hours)	\$24.20
Half Day (4 Hours)	\$72.60
Full Day (Up to 7 hours during standard hours)	\$121.00



SINGLETON YOUTH VENUE

The Youth Venue has meeting and training rooms, offices and a well-equipped auditorium (complete with industry-standard lighting and sound equipment) available to hire for local businesses, companies and community services.

For enquiries and bookings, contact the venue during operating hours on **T 02 6571 4687**.

Hourly Rates	
Unfunded community groups per hour	\$9.05
Funded community groups/small businesses per hour	\$16.35
Commercial groups per hour	\$32.70



Half Day (1-4 Hours)	
Unfunded community groups (plus \$5.00 each extra hour)	\$23.60
Funded community groups/small businesses (plus \$10.00 each extra hour)	\$47.15
Commercial groups (plus \$20.00 each extra hour)	\$96.35

YOUTH VENUE AUDITORIUM AREA

Auditorium 9am to 6pm Tuesday - Friday
(130 people theatre style)

Hourly Rates (1 - 4 Hours)	
Unfunded community groups per hour	\$20.00
Funded community groups/small businesses per hour	\$32.70
Commercial groups per hour	\$128.55

Half Day (1-4 Hours)	
Unfunded community groups (plus \$12.50 each extra hour)	\$58.60
Funded community groups/small businesses (plus \$20 each extra hour)	\$102.90
- Commercial groups (plus \$75 each extra hour)	\$384.60



CATERING AND EQUIPMENT

Catering is available. Please enquire at time of booking. At least 24hrs notice of cancellation of catering is required or the full catering fee will be charged



Equipment for hire is only for use in the Youth Venue

Continuous instant coffee and tea per head	4.00
Chilled water per jug	1.85
Kitchen Hire (per booking)	25.40
Kitchen clean up (if not done by hirer)	42.30
Data Projector and Screen (per booking)	7.25
PA System (per booking)	31.10
Lighting (per booking)	62.25
Whiteboard	7.25
Printing cost (completed by individual)	
Per page for A4	0.35
Per page for A3	0.75

TERMS AND CONDITIONS

For more information regarding our terms and conditions, please visit [w singleton.nsw.gov.au](http://w.singleton.nsw.gov.au)



SINGLETON CIVIC CENTRE



Conferences + Seminars

Room	Half Day	Full Day
Foyer	\$450.00	\$575.00
Auditorium	\$575.00	\$850.00
Meetings and Auctions	Day	Evening
Foyer	\$310.00	\$375.00
Auditorium	\$430.00	\$550.00
Temporary Kitchen Hire		
Hourly (Monday to Friday)		\$80.00
Hourly (Weekends)		\$100.00

	CAPACITY (SEATED)	BAR	KITCHEN FACILITIES	RECTANGLE TABLES	ROUND TABLES	AMENITIES	AIR CONDITIONING	STAGE	FLOOR SIZE
Auditorium (lecture style, centre aisle)	384		✓		✓	✓	✓	✓	567m2
Auditorium (lecture style, 2 aisles)	288-576 depending on configuration	✓	✓		✓	✓	✓	✓	567m2
Auditorium (lecture style, tiered, centre aisle)	316	✓	✓		✓	✓	✓	✓	567m2
Auditorium (Seated at table)	270-360 depending on configuration	✓	✓	✓	✓	✓	✓	✓	567m2
Auditorium (dinner, dance floor)	312	✓	✓	✓	✓	✓	✓	✓	567m2
Foyer (seated)	75	✓	✓			✓	✓	✓	210m2
Foyer (meeting, U-shape)	18			✓	✓		✓	✓	210m2

