



Eastwood Community Centre

Venue Hire Guide & Frequently Asked Questions

95 Glen Osmond Road, Eastwood SA 5063

Phone: (08) 8373 2225

Email: office@eastwood.asn.au

Website: www.eastwoodcommunitycentre.com.au

Welcome

Thank you for considering Eastwood Community Centre for your event.

Whether you're celebrating a birthday, hosting a meeting, running a workshop or bringing people together for a special occasion, we aim to make your experience as easy and enjoyable as possible.

This guide answers the questions we're most commonly asked. If you can't find what you're looking for, please contact our office - we're always happy to help.

Our Spaces

Garden Room

Ideal for:

- Children's birthday parties
- Adult celebrations
- Baby showers
- Community groups
- Workshops
- Meetings

Capacity: Up to 40 people

Features:

- Direct access to verandah and enclosed garden

- Children's playground
 - Kitchen access
 - Smart TV
 - Tables and chairs
 - Heating and cooling
 - Free Wi-Fi
-

Main Hall

Ideal for:

- Community events
- Large celebrations
- Performances
- Workshops
- Conferences
- Exercise classes

Capacity: Up to 100 people (theatre style)

Features:

- Large open space
 - Kitchen access
 - Smart TV
 - Tables and chairs
 - Heating and cooling
 - Free Wi-Fi
-

Meeting Room

Ideal for:

- Board meetings
- Training
- Interviews
- Small workshops

Capacity: 12–15 people

Features:

- 65” Smart TV
 - Whiteboard
 - Private entrance
 - Accessible bathroom
 - Heating and cooling
 - Free Wi-Fi
-

Booking Your Event

How do I book?

Complete our **online enquiry form** by **clicking the link below**, **scanning the QR code**, or **emailing bookings@eastwood.asn.au**.

[Click to book](#)



We'll confirm availability and send you:

- Hire confirmation
- Hire agreement (where applicable)
- Invoice
- Payment details

Bookings are confirmed once payment requirements have been met.



Can I inspect the venue first?

Yes.

We encourage prospective hirers to inspect the venue before booking.

Inspections are by appointment only during office hours.

How far in advance should I book?

Weekend bookings often fill several months in advance.

We recommend booking as early as possible if your date is important.

Hire Sessions

Our standard weekend sessions are:

Saturday Morning

9:00 am – 12:30 pm

Saturday Afternoon

1:00 pm – 4:30 pm

Saturday Evening (Main Hall)

4:30 pm – Midnight

Sunday Afternoon (Garden Room)

12:30 pm – 4:00 pm

A longer “straddle” booking may be available where both sessions are booked - hire rate adjusted accordingly.

Arrival and Access

When can we arrive?

You may arrive **up to 15 minutes before your booked hire time**.

This allows you to unlock the venue and begin setting up.

Can we arrive earlier?

Generally, no.

We allow a **30-minute gap between bookings** to ensure each hirer has uninterrupted use of the venue.

Early access cannot usually be accommodated.

Does my hire time include setting up?

Yes.

Your booking time includes:

- Setting up
- Decorating
- Your event
- Cleaning
- Packing up

Please ensure everything is completed before your booking finishes.

Tables and Chairs

Tables and chairs are included in your hire.

Please return all furniture to its original location before leaving.

Kitchen Facilities

Kitchen access is included with most venue hires.

Facilities include:

- Commercial dishwasher
- Oven
- Cooktop
- Refrigerator
- Microwave
- Kettle
- Urn

Please leave the kitchen clean after use.

Audio Visual Equipment

Available equipment includes:

- Smart TVs
- Free Wi-Fi

Additional equipment may be available by prior arrangement.

Decorating

You are welcome to decorate the venue.

Please use removable decorating products only.

Do not:

- Remove any paintings or pictures from walls
- Use nails
- Use screws
- Staple decorations
- Attach anything that damages walls or ceilings

Can we have balloons?

Yes.

Please remove all balloons and decorations when your event finishes.

Can we use candles?

Birthday cake candles are permitted.

Open flames and decorative candles are not permitted.

Can we use smoke machines or confetti?

No.

Smoke machines, confetti, glitter and similar products are not permitted.

Food and Catering

You are welcome to:

- Self-cater
- Arrange external catering
- Bring your own food

Please remove all food and rubbish when your event concludes.

Alcohol

Alcohol may be consumed at private functions.

If alcohol will be **sold**, supplied as part of ticket sales or fundraising, an appropriate liquor licence may be required. This is to be organised by the hirer at the hirer's cost.

Please discuss your event with us before booking.

Children's Parties

Our Garden Room is particularly popular for children's birthday parties due to its:

- Enclosed outdoor area
- Playground
- Easy supervision
- Direct kitchen access

Children remain the responsibility of parents or supervising adults at all times.

Playground

The playground is available for hirers using the Garden Room.

Children must be supervised at all times.

Animals

Petting zoos and farm animals may be permitted by prior approval.

Please discuss your plans when booking.

Music

Reasonable music levels are welcomed.

Please respect neighbouring residents.

Music must conclude by the end of your booking.

Cleaning

Before leaving please:

- ✓ Wash dishes used
 - ✓ Empty refrigerator
 - ✓ Wipe benches
 - ✓ Clean tables
 - ✓ Return furniture
 - ✓ Remove decorations
 - ✓ Sweep if necessary
 - ✓ Remove all personal belongings
 - ✓ Place rubbish in the bins provided
-

Damage

Please report any accidental damage as soon as possible.

Most issues are easily resolved when reported promptly.

Security Bond

Some bookings require a security bond.

The bond will normally be refunded following inspection of the venue provided:

- No damage has occurred
 - Cleaning requirements have been met
 - Hire conditions have been followed
-



Parking

Free parking is available on-site and in surrounding streets.

Please be considerate of our neighbours.

Accessibility

Eastwood Community Centre provides accessible facilities including:

- Accessible toilets
- Level access
- Accessible parking nearby

If you have specific accessibility requirements, please let us know before your event.

Frequently Asked Questions

Can I hire the venue for an 18th or 21st birthday?

No.

Can I hire the venue for an adult birthday?

Yes.

Can I hire the venue for a baby shower?

Absolutely.

Can I hold a community fundraiser?

Yes.

Please contact us to discuss your event.

Can I bring my own caterer?

Yes.

Can I use food delivery services?

Yes.

Can I leave decorations overnight?

Unfortunately not.

Can I collect items the following day?

Generally no.

Everything should be removed at the end of your booking unless prior arrangements have been approved.

Can I bring a jumping castle?

Possibly.

Please discuss your requirements before booking.

Is Wi-Fi included?

Yes.

Free Wi-Fi is available.

Is there heating and air conditioning?

Yes.



All hire spaces have heating and cooling.

Are tables and chairs included?

Yes.

Can I rearrange the furniture?

Yes.

Everything MUST be returned to its original position at the end of hire.

Is the kitchen exclusive to my booking?

Generally yes, however kitchen access may be shared with other hirers unless exclusive hire of the venue has been arranged.

Can we cook on-site?

Yes.

The kitchen facilities are available for most bookings.

What happens if I need to cancel?

Please contact us as soon as possible.

Cancellation conditions are outlined in your hire agreement.

How do I contact someone on the day?

The Eastwood Community Centre is not staffed on weekends, however your booking confirmation will include the appropriate emergency contact details for your event.



Still Have Questions?

We're here to help.

Eastwood Community Centre

95 Glen Osmond Road
Eastwood SA 5063

Phone: (08) 8373 2225

Email: bookings@eastwood.asn.au

Website: www.eastwoodcommunitycentre.com.au

The Heart of Our Community