

Establishment/Facility:	Bill Hemsley Park Community Centre
Physical Address	Redcliffe Concourse, White Peak
General Description of the Complex	<p>A small meeting room with two main areas – there is the meeting room area inside which holds up to 60 people and this opens out to a large verandah overlooking a grassed area and nature playground.</p> <p>The meeting room, kitchen and verandah can be booked for private functions.</p> <p>The BBQ and grassed area are open to the public all times and cannot be reserved.</p>
Site Limitations	No showers in this facility

Contacts

Name	Position	Work Contact	A/Hrs. Contact
Shire of Chapman Valley	Reception	9920 5011	0438 961 918



Access Details

	Details
Keys	<p>When receipt of bond and hire fee is confirmed, an entry code number will be sent to the hirers mobile phone to gain access to key box located at the building.</p> <p>If keys are lost the actual cost of the replacement will be the responsibility of the hirer.</p>

Alarm	Yes 10.30pm curfew with lights off at 11.00pm
Security	Yes - CCTV
Universal Access	Limited
Cleaning	Cleaning of the facilities is the responsibility of the hirer. If the premises are left in an untidy state and Council is required to clean, then the cost involved in such cleaning will be the result of the hirer

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	5 x burner oven electric semi-commercial
Refrigeration	Yes	2 x glass door commercial unit
Urn	Yes	1 of
Servery Point	Yes	One servery point to outside verandah
<u>Dining Facilities:</u>		
Tables	Yes	6 trestle tables
Chairs	Yes	25
Cutlery and Crockery	Yes	Approx. 80 settings
<u>Other</u>		
Unisex Disabled Public Toilets	Yes	Also includes baby change facilities – open 24/7 to public
Gas BBQ under Gazebo		
Nature playground and large grassed area		

Sandwich boards for private functions are located in the storage area (bi-fold doors) in main area and are to be placed on the East and West side of the verandah as marked on the attached diagram

