Wyndham Community & Education Centre Inc.
Improving lives - Strengthening communities

Wyndham Community & Education Centre Inc.
Assoc No: A0002509M
ABN: 19 380 206 291

Jamieson Way Community Centre
59 Jamieson Way, Point Cook, VIC 3030
(03) 9744 2341
enquiries@jamwaycc.org.au
www.jamwaycc.org.au

Community Centre Facilities

- Community and meeting rooms
- Free Wi-Fi
- Car Parking onsite
- Accessible facilities and toilets
- Tea/ Coffee facilities
- Shared Community Kitchen

The rooms are suitable for:

- Regular or casual bookings
- Meetings
- Classes and training
- Recreational activities
- Community groups

Please note that this community centre does not accommodate private functions or parties.

Capacity (seated only with no tables)

- Community Room 1- 20 people
- Community Room 2 – 55 people
- Community Room 3 (previously known as Community Hall) – 75 people
- Meeting Room – 10 people

Finishing Times

- Set up and pack down times are required to be included booked start and finishing times.
- Bookings can be made in 15-minute blocks.
- Community Centre must be vacated by 10.00pm each day.

Rates and Charges (GST inc.)

Prices are as of 1st January 2027

Jamieson Way CC	Not for Profit Rate (per hour)	Community Class Rate (per hour)	Private/Corporate Rate (per hour)
Community Room 1	$15	$30	$60
Community Room 2	$25	$40	$80
Community Room 3 (previously known as Community Hall)	$35	$60	$120
Meeting Room	$10	$20	$40
Community Kitchen- Price on Application			
Storage rate (per month) please contact centre directly for current availability			
Storage Small	$10		
Storage Medium	$19		
Storage Large	$36		
Storage Extra Large	$72		
Other information			
Room Bond	$300 Room bond		
Key / Swipe Card Bond	$100 / $50		

CLASSIFIED: PUBLIC

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Key/ Swipe cards

A $50 bond per swipe card is payable prior to hire. The bonds are refundable at the conclusion of hire when keys or swipe cards have been returned. Please allow 10 business days for refund which will be credited to your bank account

Room Bonds

A Room Bond is charged before a hire. All hirers are required to pay a $300 bond.
These bonds are refundable when the hire period ends.

Room Hire payment

Casual hirers must pay the full amount of hire fees and bonds prior to any confirmation of the booking.
Regular hirers will be invoiced on the 1st of the month with payment due by the 20th of the same month.

Public Liability Insurance

PLI is compulsory for all hirers. Casual hires can access Council PLI for Jamieson Way through Wyndham City Council. Please contact Wyndham City Council for process.
All third parties engaged by the hirer must hold and maintain public and product liability insurance. This includes catering.

Access

The hirer is only entitled to use the particular part/s of the building hired. We reserve the right to hire out any other portion of the building for any other purpose at the same time.

Food & Alcohol

The provision of food at the Centre may require a food permit. The hirer must not serve, sell or consume alcohol without prior consent. The hirer must not sell any food at the Centre without prior consent.

Smoking & Vaping

This Centre is a smoke-free venue. Smoking and vaping is only permitted outdoors which are not undercover and is a minimum of 4 metres for the entrance of the building

Child Supervision and Safety

The hirer is responsible for the supervision of any persons aged under 18 in connection with the booking. The hirer must comply with the Child Wellbeing Act 2005, the Workers Screening Act 2020, the Victorian Child Safe Standards and all other associated legislation

Cancellation Policy

Notification of cancellation of bookings must be provided in writing.
Cancellation fees:

- Where notice is provided 30 days or more, no fees apply
- Where notice is between 14 and 29 days, 50% of the hire fees apply
- Where notice is less than 14 days, 100% of the hire fees apply.

Conclusion of hire

Please ensure that the following are attended to at the conclusion of your hire

- All furniture must be cleaned and returned to the set layout of each room and shared space
- Tables must be cleaned
- Stove, fridge and benches are to be cleaned
- Toilets to be inspected and left in a reasonable clean and tidy condition.
- All rubbish is to be removed from the premises and disposed of by the hirer.
- Hirers need to supply their own consumables, extra garbage bags and cleaning agents.
- All external exits must be secured and locked before leaving the premises

Contact:

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