

# The Neighbourhood Centre

The Neighbourhood Centre is a local Community Centre which welcomes anyone who needs information about or referral to:

- \* local associations
- \* community services
- \* self help groups
- \* leisure activities.

It is a great place for those who are new to town and want to access local networks and services.

The Neighbourhood Centre welcomes anyone who is not sure where to go for help or support or services.

For those who want to expand their interests and activities or for those who wish to offer their services to the community in a voluntary capacity, The Neighbourhood Centre can help you investigate the possibilities.



## ***The Neighbourhood Centre Aims:***

*To strengthen the Bathurst community through:*

- \* *supporting and encouraging individuals to participate in the local community*
- \* *providing information about local services, groups and activities*
- \* *providing services*
- \* *providing meeting rooms for groups and services*
- \* *identifying and finding solutions to local needs*
- \* *promoting a safe and resilient community.*

## ***Meeting Rooms and Interview Rooms***

# Meeting Rooms at The Neighbourhood Centre, 96 Russell Street.

The Neighbourhood Centre has a variety of spaces available for meetings & interviews. These can be booked ahead on a 'first come, first served' basis but priority will be given to **not-for-profit** community groups and organisations, self-help groups etc.

## Rooms available:

**Meeting Room** can accommodate up to 30 people. This is a large **L shaped room**. 5 large tables and 13 card tables available.

**Community Room** can accommodate up to 35 people. This includes kitchenette (Fridge, hot water tap, kettle and microwave), bathroom, Whiteboards, 5 large tables, 2 small tables. Projector available if required

The above are available for either day time meetings or after hours meetings.

**Interview Rooms** are also available **during business hours** for very small meetings – up to four people.

There are also other spaces available **only for daytime meetings**. These need to be negotiated with The Neighbourhood Centre's staff.

## Bookings.

The Neighbourhood Centre is open Monday to Friday , 9am to 4.30pm. Please ring or call in to book meeting rooms. Meetings held outside these hours will require a key to access the building.

**When booking please let reception know approximately the number expected to attend the meeting.**

## Key

A key is to be collected during The Neighbourhood Centre's opening hours. When leaving please lock the door in the open position and push the key under the Reception door. (This will be explained to you when you first pick up the key).

## Charges:

Room hire is \$15 per hour, \$100 per full day. Fees may be negotiated at Management's discretion, for those facing adversity. As part of The Neighbourhood Centre's Access Policy we do not set charges for support groups and community services. However as we have limited funding and have many costs, including rent for the building, we trust that organisations who have free use of the room make a donation. Donation envelopes are provided in the meeting rooms. Please put donations under the reception room door or return during business hours with the key for the Community Room.

## Statistics

Please fill out the sheet giving details of duration of meeting and numbers attending, as we use these figures in our statistical data regarding the use of the building.

**Resources Available** Television / Video: overhead projector and whiteboard may be available. Please ask when making booking.

**Tea/Coffee** making facilities are available in the foyer and kitchenette. Please provide your own tea and coffee and clean up afterwards.

## Special Facilities

Baby changing table is provided in Meeting Room  
Disabled Toilet .

Parking at rear of the building. Wheelchair ramp from parking area to the front of building. Wheelchair ramp can also be accessed from Kohlhoff Lane towards the front of the building.

**Leaving the building** Please turn off the heaters and lights. Lock the front door and leave key under the reception room door return during business hours on the following day.