



Jika Jika Community Centre Inc
Corner Plant and Union Streets
Northcote Vic 3070
Tel 9482 5100
Email admin@jikaJika.org.au
Web www.jikaJika.org.au
ABN 163 211 018 46

Hiring a room at Jika Jika

INTRODUCTION

The rooms available for hire at Jika Jika Community Centre are:

Jika Large Hall	Corner Plant & Union Streets	Northcote	Mel 30 F10
Jika Small Hall	Corner Plant & Union Streets	Northcote	Mel 30 F10
Jika in the Park - Community Room	2 East Street	Northcote	Mel 30 F11
Jika in the Park - Computer Room	2 East Street	Northcote	Mel 30 F11

These facilities are available to the community as places to meet, discuss, organise activities or run workshops which are an essential part of community life. We aim to promote community participation through the hire and use of these facilities. All hirers require current public liability insurance. These facilities are strictly smoke-free, inside and outside.

PRIVACY STATEMENT

Jika Jika collects information on the application form for the purpose of registering and administering your application. The personal information will be used solely by Jika Jika for that purpose, and will not be disclosed outside Jika Jika except as required by law. The information will not be disclosed to others for marketing purposes. Access to this information can be made by contacting Jika Jika.

HOURS OF OPERATION

The halls are available for hire within the following times:

7.00am - 10.00pm Monday and Wednesday
7.00am - 9.30pm Tuesday, Thursday and Friday
9.00am - 11.00pm Saturday
9.00am - 8.30pm Sunday

The hours of operation are set in accordance with the Environment Protection Act 1970. This is to ensure that the quality of life is not unduly affected for residents in the surrounding area. If you need to contact a staff member regarding your booking, please do so during Jika Jika's business hours (9.30am - 3.30pm Monday to Friday). Note, Jika Jika does not have an out of hours helpline.



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ROOM INFORMATION

	Room	Features	Access to	Cleaning	First aid / Safety
Corner Plant and Union Streets, Northcote	Large Hall Capacity: 70 people standing 14 x 8m	<ul style="list-style-type: none"> • lino floor • concertina room divider • gas & solar heater • ceiling fans • carpet mats • yoga mats • tumble mats • toys • 7 trestle tables • 75 chairs • 16 children's chairs • 3 children's tables • kitchen including: <ul style="list-style-type: none"> • oven/stove • fridge • sink • utensils • 3 urns • crockery • cutlery • glasses • electric kettle 	<ul style="list-style-type: none"> • kitchenette in foyer including: <ul style="list-style-type: none"> • sink • microwave • plates, glasses, utensils and mugs. • courtyard including: <ul style="list-style-type: none"> • outdoor toys • sandpit • electric BBQ (switch in meter box inside door of large hall) 	<ul style="list-style-type: none"> • cleaning equipment kept in foyer near kitchenette and include: <ul style="list-style-type: none"> • hand-held small vacuum • broom and shovel • mop and bucket • large brooms • BYO soaps and detergents 	<ul style="list-style-type: none"> • first aid kits: <ul style="list-style-type: none"> • in office – accessible when office is open • in small hall – above sink in children's toilet • ice packs in freezer section of fridge in kitchenette foyer – please return before leaving or the next day. • fire extinguishers: <ul style="list-style-type: none"> • 1 near kitchen in large hall • inside kitchen attached to large hall • 2 inside small hall • 1 in foyer, as well as a fire blanket • 2 in office
	Small Hall Capacity: 40 people standing 5 x 8m	<ul style="list-style-type: none"> • lino floor • split heating/cooling system • gas heater • ceiling fans • window blinds • children's toileting/change room • carpet mats • toys • couch • children's tables and chairs 			



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	Room	Features	Access to	Cleaning	First aid / Safety
2 East Street, Northcote	Jika in the Park Community Room Capacity: 30 people standing	<ul style="list-style-type: none"> carpeted floor 2 trestle table chairs 10 children's chairs and table toys heater 2 fans split heating/cooling system 	<ul style="list-style-type: none"> outdoor electric BBQ BYO gas bottle Kitchenette including: <ul style="list-style-type: none"> tea & coffee making facilities bar fridge microwave sink children's play area including: <ul style="list-style-type: none"> cubby house fort sandpit outdoor toys high chair (in toilet) change table (in toilet) 	<ul style="list-style-type: none"> cleaning goods kept in hall cupboard and include: <ul style="list-style-type: none"> vacuum cleaner brush and shovel brooms mop and bucket BYO soaps and detergents 	<ul style="list-style-type: none"> first aid kit in hall cupboard fire extinguishers: <ul style="list-style-type: none"> 1 in community room near double doors 1 in computer room near door
	Jika in the Park Computer Room Capacity: 12 people standing	<ul style="list-style-type: none"> 10 PC workstations 1 Mac workstation internet Access central table chairs white board split heating/cooling system 			

2017 FEES

Note: small businesses have 7 or less employees; large businesses have 8 or more employees

Regular Bookings

Regular Bookings are for recurring weekly, fortnightly, monthly or sporadic bookings

Large Hall

Individuals/Unfunded &/or Unstaffed Community Groups	\$25.50 per hour
Small businesses/Funded &/or Staffed Community Groups	\$28.50 per hour
Large business/ Government	\$61.00 per hour

Small Hall

Individuals/Unfunded &/or Unstaffed Community Groups	\$13.00 per hour
Small businesses/Funded &/or Staffed Community Groups	\$22.50 per hour
Large business/ Government	\$51 per hour



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Jika in the Park - Community Room

Individuals/Unfunded &/or Unstaffed Community Groups
Small businesses/Funded & Staffed Community Groups
Large business/ Government

\$13.00 per hour
\$15.00 per hour
\$41.00 per hour

Jika in the Park - Computer Room

Individuals/Unfunded &/or Unstaffed Community Groups
Small businesses/Funded &/or Staffed Community Groups
Large business/ Government

\$25 per hour/\$100 per day
\$40 per hour/\$250 per day
\$60 per hour/\$250 per day

Casual Bookings

Casual bookings are for one-off events, such as parties or workshops

Large Hall

Individuals/Unfunded &/or Unstaffed Community Groups
Small businesses/Funded &/or Staffed Community Groups
Large business/ Government

\$35.50 per hour
\$41.00 per hour
\$61.00 per hour

Small Hall

Individuals/Unfunded &/or Unstaffed Community Groups
Small businesses/Funded &/or Staffed Community Groups
Large business/ Government

\$20.50 per hour
\$30.50 per hour
\$51.00 per hour

Jika in the Park - Community Room

Individuals/Unfunded &/or Unstaffed Community Groups
Small businesses/Funded &/OR Staffed Community Groups
Large business/ Government

\$20.50 per hour
\$30.50 per hour
\$51.00 per hour

Jika in the Park - Computer Room

Individuals/Unfunded &/or Unstaffed Community Groups
Small businesses/Funded &/or Staffed Community Groups
Large business/ Government

\$25 per hour/\$100 per day
\$40 per hour/\$250 per day
\$60 per hour/\$250 per day

Data Projector Hire

Requires a \$50 deposit
\$10 for individuals and all medium groups
\$15 for Large Businesses/Government

Bond

Casual bookings \$200
Social Functions \$500
Bonds are fully refundable provided the conditions of hire are met.

Fees for facilities hire are set by Jika Jika annually in accordance to the CPI.

All fees charged are to contribute to the cost involved in operating the facilities including utilities, cleaning and maintenance.

Any alterations of days or hours must be advised ASAP in writing. Cancellations must be advised, in writing, within four (4) business days for casual bookings, or ten (10) business days for regular bookings, of the date of hire to receive a refund.