

FEES AND CHARGES

The Filipino Community Centre hires facilities to individuals and other community groups. Fees are charged to reflect that there is a cost associated with the premises and making them available for use. They are also intended to recover a contribution to actual increased costs associated with the hirers use, e.g. electricity and consumables.

Booking Policy and Procedure

It requires:

- Large bookings to pay a refundable Bond of \$300 and \$175 for smaller groups; to be refunded if the premises are left clean and tidy.
- All bookings to pay a non-refundable deposit of \$25 for Community groups or \$35 for Commercial, to secure the booking.
- There is a minimum hire of 2 hrs.
- All fees and charges must be paid no later than two weeks prior to the booking. This will be refunded if the booking is cancelled in 1 week's notice, less the non-refundable deposit.
- Fees are set by the BFT Chairperson in consultation with the rest of the Trustees.

Current Rates from June 2019

(Rates all inclusive)

Hall	
Community Groups	\$25 per hour
Community Groups – Whole day rate (up to 10 hours)	\$220 per day
Commercial	\$35 per hour
Commercial – Whole day rate (up to 10 hours)	\$325 per day
Front Room 2 – Medium (Community / Commercial)	
Kitchen	
Bond (refundable)	Varies
Separate charge for cleaning if the place is left unclean	\$50



92 – 94 Cuba Street, Petone, Lower Hutt

Contact the Filipino Community Centre to make a booking.

Mob. 021 02433780 or 021-473039 Tel. 04 568-5900 Email: filcommcentre@gmail.com

Restrictions

Alcohol sales and supply

If you want to sell and supply (serve) alcohol, you need to apply for a special liquor licence. Allow 25 days for your application to be processed. To apply for Special License contact Hutt City Council 0800 HUTT CITY.

User categories

Community groups:

Booking party is a community group for community benefit and does not charge attendees per session (e.g. youth group, cultural group, networking group).

Commercial:

Booking party takes fees from attendees, open participation (e.g. yoga class, children's dance class).

Private event:

Non-commercial, closed to the public (e.g. birthday party, dance practice).

Commercial private:

Booking party as a business, closed to the public.

Open groups:

Booking party does not charge attendees (e.g. a discussion, support or craft group). All-comers welcomed, 2-hour time limit applies.

Staff and management

Community centres would not survive without the generous help of volunteers who are involved in all aspects of running them.

The Filipino Community Centre Administrator is accountable to a volunteer management committee Bulwagan Foundation Trust.

Suggest an activity or volunteer

If you have an idea or identify a need that could help the community, or you'd like to volunteer, contact the Centre Administrator. Contact Bulwagan Foundation trustee@bulwagan.org.nz