



Venue Hire

LOCATION

Normally the Port Phillip EcoCentre is located in the beautiful St Kilda Botanical Gardens, on the corner of Blessington Street and Herbert Street in St Kilda. This great location is only a short walk away from cafés, restaurants and the beach.

We are temporarily located opposite the original EcoCentre site in the Cora Graves Community Centre at 38 Blessington Street. Building works will commence in 2022 for our new EcoCentre building and it is due for completion 2023. We are able to hire out spaces in the temporary EcoCentre.



HIRE FEES

Each EcoCentre space will be hired at three tiered fees:

- EcoCentre Affiliates
- Discounted Users, being local community groups and bookings for activities aligned to the EcoCentre Strategic Plan
- General Users

Hourly Rates

	TIME	EcoCentre Affiliates	Discounted Users	General Users
MEETING ROOM	Weekday	NO FEE	\$33	\$58
	Weekend	NO FEE	\$58	\$87
MAIN HALL	Weekday	NO FEE	\$48	\$91
	Weekend	NO FEE	\$73	\$131
ENTIRE VENUE	Weekday	\$48	\$97	\$154
	Saturday	\$73	\$121	\$165
	Sunday	\$97	\$182	\$214

HOW TO BOOK

For reservation & information, call: **03 9534 0670** or email info@ecocentre.com
www.EcoCentre.com/VenueHire

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BOND FEES

Affiliates do not have to pay a security bond for meeting room hire. The security bond for an Affiliate group hiring the entire venue is \$200.

All other venue hirers are required to pay a security bond of \$50 for meeting room hire and \$500 for hire of the entire venue on notification by staff that the booking can go ahead. Bookings will only be confirmed when deposit has been received.

The bond can be paid at the time of booking via cash or credit card/EFTPOS. Subject to satisfactory condition of the premises, the bond will be returned to the user after inspection. The hirer will be responsible for any expense in connection with repairs, security, improper use of safety equipment and/or extra cleaning which may become necessary as a consequence of the booking. Costs will be deducted from the bond, and additional charges may apply.

AVAILABLE SPACES



MEETING ROOM (30 Guests)

Our meeting room can be hired for meetings and small events. Meeting room hire includes the use of kitchen facilities, our outdoor area, and the use of our projector and laptop with WIFI.



MAIN HALL (80 Guests)

There is a room divider to split the hall into two areas if required. We currently have 30 chairs onsite & 12 trestle tables available. Additional chairs would need to be hired externally.



ENTIRE VENUE (100 Guests)

This includes the meeting room, main hall, reception area, kitchen, outdoor communal space and deck areas, the use of a projector and laptop with WIFI. The three offices are not included.

Hall hire includes the use of kitchen facilities, our outdoor communal areas as well as the use of our projector and laptop with WIFI.

Please note that a venue booking applies only to the EcoCentre lease area. Events cannot spill over into the Botanical Gardens without a permit from Port Phillip City Council.

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ZERO WASTE GUIDELINES

The EcoCentre provides all Venue users with our Zero Waste Guidelines once a booking is in place.

INFORMATION FOR VENUE HIRERS



Public Transport

Public transport is only a short walk away: take tram 96 to St Kilda (terminus/Acland St stop) or trams 16, 3, 3A, 67, 79 (St Kilda Rd/Carlisle St stop). The closest train station is Balaclava. Bicycle racks are available.



Parking

Parking on Blessington and Herbert Streets is free on the side of the Botanical Gardens.



Disability Access

A disability parking spot is located directly opposite Cora Graves on the gardens side nearest the corner with Herbert Street. Disability access is provided by the access ramp at the front of the building. Disability access to the outside decking area is provided via doors to the side of the building.

A wheelchair accessible toilet is available together with disabled access via ramp to front door or side entrance.



Out of Hours Access

For bookings outside EcoCentre operating hours, access and alarm code instructions will be provided.

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