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ONE TREE LOLLYPOP CREEK COMMUNITY CENTRE

MANAGED BY ONE TREE COMMUNITY SERVICES

Facility Information Fact Sheet 2026 - 2027

Centre Facilities:

- Community Rooms
- Car parking onsite
- Accessible facilities
- Trestle tables and chairs
- Complete Kitchen facilities
- Outdoor area

The rooms are suitable for:

- Meetings
- Classes and training
- Recreation activities
- Community groups
- Community events

Capacity

- Community Room 1 – 70 seated | 80 standing
- Community Room 2 – 70 seated | 80 standing
- Meeting Room 1 – 10 seated
- Meeting Room 2 – 8 seated
- Kitchen - 10 standing

Finishing Times

Set up and pack down times are required to be within starting and finishing times.

Community Centres must be vacated by:

- Monday – Thursday 10pm sharp
- Friday – Saturday 11pm sharp
- Sunday 10pm sharp

Rates and Charges (GST inc)

Prices are current as of 1st August 2026

Lollypop Creek CC	Not for Profit Rate (per hour)	Community Class Rate (per hour)	Private/Corporate Rate (per hour)
Community Room 1	$19.30	$38.66	$77.27
Community Room 2	$19.30	$38.66	$77.27
Meeting Room 1	$10.74	$21.48	$42.90
Meeting Room 2	$10.74	$21.48	$42.90
Please contact the centre directly to book the following:			
Community Rooms 1 & 2	$38.60	$70.25	$154.54
Community Kitchen	$19.30	$38.66	$77.27
Storage – please contact centre directly for availability:			
Storage Small	$9.85 per month		
Storage Medium	$19.69 per month		
Storage Large	$38.66 per month		
Other information:			
Key Bond	$250 per key or swipe card (refundable)		
Public Liability Insurance	Public Liability Insurance is compulsory for all hirers. Casual PLI cover can be arranged through Council (please enquire).		
Additional charges	Additional charges apply for any damage caused, rubbish removal and cleaning, public holiday cleaning, afterhours call outs, and emergency service attendance – See Conditions of Hire		

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Category Definitions

Private/Corporate: Private or corporate/business activities where the purpose of the hire is exclusive and/or to generate profit for an individual or company.

Community Classes: Planned activity classes open to the general public; including arts, education, culture, fitness well-being, skill development and hobbies.

Not for Profit Group or Organisation: Not-for-profit community groups or organisations based in Wyndham that are open to the general public at no cost or for a small donation.

Please note: One Tree Community Services centre-managed community centres do not accommodate private functions or parties.

Key / Swipe Card Bond

A $250 bond per key or swipe card is payable prior to hire. The bond/s are refundable at the conclusion of hire when keys or swipe cards have been returned. Allow 7-10 business days for refund via bank transfer.

Room Hire Payment

Casual hirers must pay the full amount of hire fees and key bond prior to any confirmation of the booking.

Regular hirers will be invoiced on a monthly basis.

Public Liability Insurance

Public Liability Insurance is compulsory for all hirers. Casual PLI cover can be arranged through Wyndham City Council (conditions apply) - please enquire.

All third parties engaged by the hirer must hold and maintain public and product liability insurance. This includes Catering.

Access

The hirer shall only be entitled to use the particular part/s of the building hired. One Tree Community Services reserve the right to hire out any other portion of the building for any other purpose or purposes at the same time.

Food & Alcohol

The provision of food at the facility may require a food permit. The hirer must not serve, sell, or consume alcohol, or sell any food at the centre without Council's prior consent. The hirer must make their own enquiries in this regard to the relevant licence or registration, as per the Conditions of Hire *Clause 6: Food and Drink*.

Contact Wyndham City's Environmental Health Department on 1300 023 411 for further information.

Smoking

This Centre/Facility is a smoke-free venue. Smoking is only permitted in designated smoking areas outdoors which are not undercover and is a minimum of 4 metres from the entrance of a building.

Child Supervision & 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 to One Tree Community Services. As per Conditions of Hire *Clause 19: Cancellation*, the following fees apply:

- Where at least 30 days' notice of cancellation has been given: no cancellation fee applies.
- Where between 14 and 29 days' notice of cancellation has been given: cancellation fee of 50% of the hire fee applies.
- Where less than 14 days' notice of cancellation has been given: cancellation fee of 100% of the hire fee applies.

Conclusion of Hire

At the conclusion of hire, the hirer must ensure the following matters are attended to at the facility:

- All furniture must be cleaned and returned to the set layout as per facility requirements;
- Tables to be cleaned;
- Stove, fridge and benches to be cleaned;
- Toilets to be left in a clean and tidy condition;
- All rubbish is to be removed from premises and disposed of by hirer;
- Hirers need to supply their own consumables, extra garbage bags and cleaning agents;
- All external exits must be secured and locked with alarm set, where applicable, before leaving the premises.
- Please be aware that there will be additional cleaning charges.

Location:
Lollypop Creek Community Centre
One Tree Community Services
104 Shipwright Parade Werribee VIC 3030

Contact for bookings and enquiries:
Reception M: 0492 068 325 D: (03) 8311 6250
E: lollypopreception@onetree.org.au

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