

Venue Hire FAQs – Marion Community Centres

General FAQs

Do I get a discount if I live in the City of Marion or run a Community Service/Business?

You sure do! City of Marion offer discounts to City of Marion residents, groups and business owners.

What happens if I need to cancel my event last minute?

We totally understand that things come up and plans may need to change therefore our cancellation policy is 7 days prior to receive a refund unless otherwise agreed.

When is my booking officially confirmed?

We can place a tentative hold on rooms for 10 business days. The room is officially booked and secured once we have received all appropriate forms signed off. Payment is due at least 7 days prior to the event.

Do I need to book an appointment to view the rooms and collect keys?

As we hold programs across our centres during the day there are times where it may not be available to view the room/space. Please contact the centre to check availability before attending. Key collection can be done any time Mon-Fri 9am-4pm in the week prior to your event and if you require alternate arrangements email communityhubs@marion.sa.gov.au.

Do I need to include set up and pack down time?

Yes please. The times that you book are the times that you can access and must leave the space by. Any time used outside of this may occur a charge and impact other community members scheduled to use the space.

Business/ Organisations FAQ

Is there any scope that Neighbourhood Centres could partner with us to deliver a program/service to the community?

Absolutely! We are always looking to help strength our communities and love offering a wide range of support/services to those we can. If you are interested in a potentially partnership, please email communityhubs@marion.sa.gov.au.

Do you have a microphone/Projector or other Tech we could borrow for our hire?

We try our best to accommodate requests during staffed hours. However, we cannot always support these requests.

Is there an option to have Tea & Coffee set up for our hire?

Most spaces will provide hot water facilities either in the room or nearby. For tea and coffee items we normally recommend bringing your own supplies, but you can contact us through communityhubs@marion.sa.gov.au to discuss other arrangements.

Do we need to provide proof of public liability insurance?

Yes, community groups and businesses need to provide an insurance certificate of currency. If you don't have this, please contact us at communityhubs@marion.sa.gov.au and we can provide an information document on how to go about this.

For Private Hirers (Parties/events)

Am I allowed to hire to venue for a party?

Yes! We are extremely popular for baby showers, children's parties and other special moments. However, you need to have completed your hire by 11.00pm including one hour of pack up and cleaning time. This is due to our centres being in residential areas. We need to be respectful of our neighbours and community so we can keep our spaces open for use. Noise levels are also monitored to ensure neighbours aren't disturbed.

Can I bring alcohol to my event?

If you are not charging entrance to your event or selling alcohol to your guests, then you may serve alcohol at all centres except for Mitchell Park Sports & Community Centre. This is due to the licencing requirements of that premises. If you plan on selling alcohol or charging for entrance to find out more information about how you can receive a liquor license visit -

<https://www.sa.gov.au/topics/business-and-trade/liquor/apply> to apply for and find more information about event licences
<https://www.marion.sa.gov.au/special-event-permit-application-form> to notify the council about your plans

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For Private Hirers (Parties/events) Continued.

Can I have a petting zoo/jumpy castle or other vendors to supply my event?

Yes, you can, however you need to get a special event permit first. This can be easily organised by visiting [Special Event Permit](#) Each of your vendors will also need to provide a copy of their public liability insurance.

Do I need to bring cutlery/crockery to my event?

We have limited supply at our venues so we recommend you provide and use your own to ensure you have enough.

Can I bring External Catering to my event?

At Cooida, Glandore and Trott Park – go for it! However, at Mitchell Park Sports & Community Centre due to the Bar and Bistro this will need to be checked with communityhubs@marion.sa.gov.au or with the centre directly on 8375 6804. Catering can be supplied from the venue, external suppliers or brought from home depending on the day, time, location and type of event.

Can I use decorations at my event?

Yes – of course! However, we ask all decorations you would like on walls or surfaces are attached with Blu-Tac and not sticky tape. All balloons must be taken down after leaving and we strongly suggest weighted to the floor.

Can I come the night before and set up for my event?

We love to try and accommodate all requests. So, pending the room is available then yes go for it! However, you will need to add this to your booking and pay for the hours you wish to access the room for.