



WOODSTOCK COMMUNITY CENTRE INFORMATION SHEET

For specific conditions relating to the hire of halls and community centres, refer to Burwood Council's Hire of Community Centres and Council Chambers.

To make a reservation, please contact Customer Service at Burwood Council on 9911-9911 or visit: <https://burwood.bookable.net.au/#/>



Jackett Room



Hardie Room



Penfold Ball Room

LOCATION:	22 Church Street (within Woodstock Park)
Room:	Penfold Ballroom and Verandah Keep Supper Room Renwick Room GR1 Scholes Room Hardie Room Jackett Room
Hours of Operation:	Monday to Thursday 9.00am – 10.00pm Friday and Saturday 9.00am – 12.00am (Midnight) Sunday 9.00am - 10.00pm
Use of Rooms:	Meetings, training, workshops, classes
Air Conditioning:	Reverse cycle air-conditioning

Toilets:	Female and Male toilets on both levels. Disabled toilets on ground floor Baby change room on ground floor
Floor Covering:	Parquetry flooring on Ground floor Carpet on Level 1
Disabled Access:	Disabled ramp for front door access Elevator access to level 1
Alcohol:	Alcohol Bond Required
Parking:	Limited off-street parking on Fitzroy Street Disabled parking available
Access Instructions:	Pin Code required to access all rooms
Security:	All doors and lights are to be locked on leaving premises
Kitchen:	Located on lower level Electric Oven, microwave, Urn and hot water zip Commercial size Fridge Sink and Dishwasher Fire extinguisher and fire blanket
Conditions:	All furniture is to be returned to the original position Hirer is responsible for cleaning of premises/room Garbage to be placed in bins outside, near Fitzroy Centre at end of use.
Travel times from Burwood Train Station	Car: 3 minutes Public transport: 6 minutes Walk: 8 minutes Cycle: 3 minutes
Note:	Woodstock Park can be reserved with the facilities (terms and conditions apply)

MEETING ROOM:	PENFOLD BALLROOM & VERANDAH
Number of People	60 people seated 80 people standing (including use of Keep room and Verandah)
Tables & Chairs:	4 x 2.0m x 1.0m Tables and 1 x 1.2m x 0.75m Table 40 Chairs

Floor Coverings:	Parquetry flooring
Facilities:	Reverse Cycle Air Conditioning Projector and Projector Screen Piano and Stool (Code and bond required)

MEETING ROOM:	RENWICK ROOM – GR 1
Number of People	Maximum 20 people
Tables & Chairs:	2 x 2.0m x 1.0m Tables 20 Chairs
Floor Coverings:	Car flooring
Facilities:	Reverse Cycle Air Conditioner Flat Screen TV Whiteboard

MEETING ROOM:	SCHOLES ROOM
Number of People	Maximum 20 people
Tables & Chairs:	2 x 1.6m x 0.8m Tables and 1 x 0.5m x 1.5m Table (Fixed) 20 Chairs
Floor Coverings:	Parquetry
Facilities:	Flat Screen TV (0.72m x 1.25m) Reverse Cycle Air-Conditioning Whiteboard (1m x 2m)

MEETING ROOM:	KEEP SUPPER ROOM
Number of People	Maximum 15-20 people
Tables & Chairs:	2 x 2.0m x 1.0m 20 Chairs
Floor Coverings:	Parquetry
Facilities:	Kitchenette with cupboard space Air Conditioner

MEETING ROOM:	JACKETT ROOM
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Number of People	60 people seated
Tables & Chairs:	4 x 2.0m x 1.0m Tables 40 Chairs
Floor Coverings:	Carpet flooring
Facilities:	Reverse Cycle Air Conditioning Projector and Projector Screen

MEETING ROOM:	HARDIE ROOM – GR 2
Number of People	Maximum 25 people
Tables & Chairs:	2 x 2.0m x 1.0m Tables 15 Chairs
Floor Coverings:	Carpet flooring
Facilities:	Reverse Cycle Air Conditioner Flat Screen TV Whiteboard

MEETING ROOM:	CARDEW ROOM – GR 3
Number of People	Maximum 20 people
Tables & Chairs:	1 x 2.0m x 1.0m Tables 5 Chairs
Floor Coverings:	Carpet flooring
Facilities:	Reverse Cycle Air Conditioner Flat Screen TV Whiteboard