



Room Hire 2026



\$90.00 p/h (+GST)
Not for Profit rate \$50
p/h (+GST)

Looking for the perfect venue for your next meeting, conference, or training session? Look no further than **Orana Neighbourhood House** conveniently located in Wantirna South! Our facility features two spacious multi-purpose rooms equipped with seating for up to 25 people, kitchen facilities, laptops, projector, TV and DVD, and Smartboard – everything you need for a successful event. Contact us to discuss your room hire needs.

62 Coleman Rd, Wantirna South,
9801 1895 or info@orananh.org.au

This room has a full kitchen, interactive smart board, TV, music dock, chairs (50 maximum) and 6 tables on wheels and a further 6 pull out tables on a trolley. Room has air conditioning and gas heating. There are two doors that exit out to an undercover area that has a large BBQ and sink along with an attractive garden setting. WIFI is available.

Small Training Room / Kitchen



\$60.00 p/h (+GST)
Not for Profit rate
\$35.00 p/h (+GST)

This room has a full kitchen, TV, chairs (12 maximum) and 3 tables. Room has air conditioning/heating. WI FI is available.

Portable Building / Kitchenette



\$90.00 p/h (+GST)
Not for Profit rate
\$50.00 p/h (+GST)

This room has a kitchenette with dishwasher, 8 tables on wheels, 15 chairs (access to additional chairs available) smart board, TV and whiteboard/printer. Room has air conditioning/heating. WIFI is available.

Computer Room



\$50.00 p/h (+GST)
Not for Profit rate
\$30.00 p/h (+GST)

This room has 8 computers plus one for trainer, two tables and computer chairs. Room has air conditioning/heating. WIFI is available.

Room Hire General Information

Orana has a number of rooms available for room hire for training or corporate meetings only. No room hire is available for social occasions. Prices are marked accordingly. Prices can be negotiated for ongoing room hire.

Bookings

A Room Hire application form must be filled and signed prior to room being hired and brief outline of room set up and requests for use of tables, chairs, smart board etc.

- Certificate of Currency of Public Liability form
- Payment or if negotiated prior through invoicing
- A Photo Identification (e.g. licence or passport) (hirers cannot be under 18 years of age)

Please note to calculate set up time and clean up time into your room hire time.

Payment for room hire is required at time of booking, credit card payments can be taken via telephone and all other methods of payment are accepted and can be discussed at the time of booking. For long standing regular room hires price and method of payment can be negotiated, please contact the office to discuss these options.

Hirers are required to collect the key and access code prior to their booking time within the office hours which are Monday to Friday 9.00am till 3.30pm - Key Hire \$40 per set of keys."

Parking

There are 26 parking spots plus one designated for disability parking next to the building. Additional car parking area is situated off Neville Street (Tennis car park)

Rooms with Kitchen Facilities

Coffee and Tea making facilities are provided in the Training room, Portable and main Kitchen/Computer area. Utensils such as cups, cutlery, microwave, fridge, dishwasher and urn are available for use.

All groups are asked to leave the rooms clean and tidy, to wash and put away utensils used.

Decorations

Hanging of streamers, flags or other decorations or erection or placing of any structures will not be allowed unless prior permission has been granted from the centre management.

No nails, tacks, screws, etc. may be placed in the walls, floors, furniture or fittings of the centre. All decorations must be removed from the building after use unless with prior permission

Heating and Cooling Equipment

When using heating/cooling, please keep the doors closed and turned off after use.

Damages/Maintenance

Any breakages and/or faulty equipment should be reported immediately to the centre management. The hirer is to pay for any damage to furniture, fittings, kitchen appliances, crockery or other items or breakages. It is expected that all equipment will be returned to its original place and the facilities will be left clean and tidy.

No Smoking on the Premises

Please note that smoking is prohibited on the premises, car park and reserve area (signs displayed outside). Smokers can use the Coleman Road public footpath alongside the building and are asked to dispose of their butts responsibly.

Alcohol

Please note there is no alcohol to be sold or served on the premises, car park and reserve area at anytime.

Occupational Health and Safety Requirements

- Electrical safety requirements – hirers to ensure that all electrical appliances brought onto the site have been tagged and tested by a qualified tester and electrical equipment are set up correctly and used safely
- Emergency Evacuation Procedures – please familiarise yourself with the Emergency Evacuation Plan provided in this booklet and observe the procedures as located in your current location in the room you are in.

We look forward to welcoming you to our spaces!

