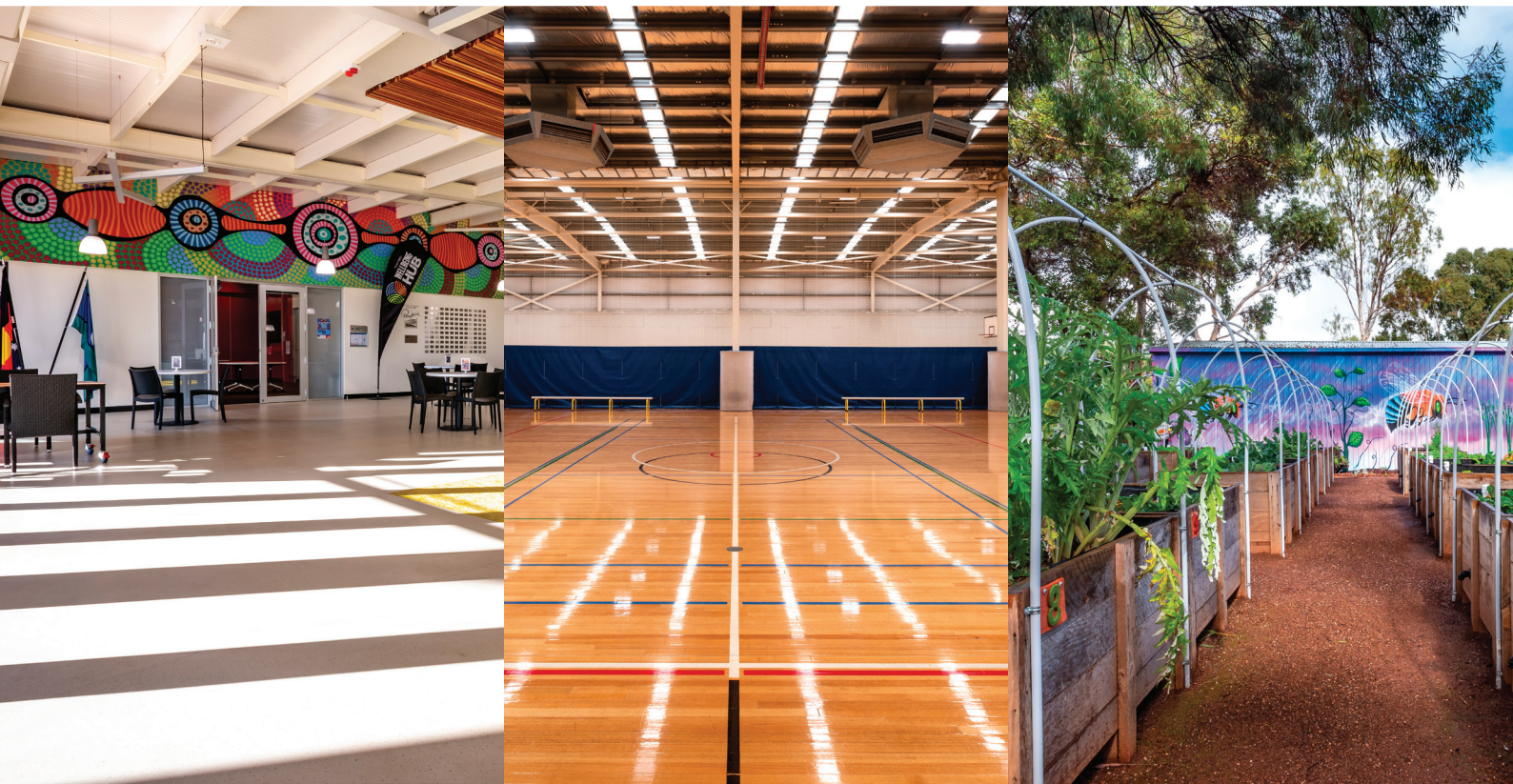


PLAYFORD

**WELLBEING
HUB**

Facility Hire Guide

Wellbeing Hub Facility Guide



Northern Adelaide's first Wellbeing Hub has been developed in partnership with the City of Playford, Wellbeing SA, Office for Recreation and Sport, Department of Human Services and other state government agencies.

The Playford Wellbeing Hub delivers a range of programs and services to support community physical, social and mental health and wellbeing. The initiatives will include a focus on supporting young people, families and older residents to stay socially connected and active, with a focus on wellbeing through food, physical activity and other health and wellbeing supports.

The Wellbeing Hub is based across two sites — The Precinct and John McVeity Centre.

The Playford Wellbeing Hub is a partnership project between the City of Playford and the South Australian Government under the Wellbeing SA Statewide Wellbeing Strategy.



**182 Peachey Road,
Smithfield Plains**
Phone: 8480 0100
jmc@playford.sa.gov.au



**112 Coventry Road,
Smithfield Plains**
Phone: 8256 0372
nrobinson@playford.sa.gov.au





The John McVeity Centre offers a range of options for your next sporting or social function.

With flexible spaces, meeting rooms, training facilities and a function rooms for hire, we've got you covered for birthdays, weddings, dance, cultural and corporate events!

Not only that, but there are two full size courts available for hire for any sports themed carnivals or sports day. Or come and join one of our social sports teams.

The venue is wheelchair accessible and has ample on-site parking.

Support facilities like change rooms, kitchen facilities, parking, and kiosk are conveniently located onsite.

You don't have to travel far either, JMC is just 5km from the Elizabeth City Centre.

So, if you are planning your next big event, please contact us for any questions. Remember JMC is open for the community to enjoy between 9am and 5pm Monday-Friday and weekends (times vary).

We would love to have you visit to check out the facilities.



THE PRECINCT

You don't have to go far to feel connected to nature and community.

The Precinct, just 5 minutes from JMC is a calm and welcoming space, open to anyone who is interested in learning new skills, making friends and enjoying the outdoors.

The community garden is constantly changing and evolving with the support of dedicated volunteers and staff. Come and try some seasonal produce or relax in the greenery with a cup of tea.

The Healthy Food Co is open Monday to Friday and promotes healthy eating with ready to go food packages and recipes.

The friendly staff and volunteers are always happy to answer your questions and support you on your healthy food journey. Why not grab lunch from the on-site café too.



There are many health and gardening based activities available at The Precinct through the 'Wellbeing Hub' Program. To find out more go to Playford.sa.gov.au

The Precinct has a range of venues for hire, including a 'maker-space' which is set up to inspire and support artistic projects. There are also 'pods' available for up to 15 people, making The Precinct a great choice for training workshops and small community events and activities.

Catering is available for all events through The Precinct Café.

The Precinct hosts the Playford Men's Shed. To find out more about the Men's Shed go to playfordms.netlify.app

The Precinct Op Shop is open Monday to Friday and is a great place to find a bargain!



Fee Structure

We have a variable fee structure, reviewed annually to ensure all groups can use our spaces at an affordable price. In some cases, documentation to evidence of your type of organisation may be requested.

A community group is an association of people with common aims and objectives that meet regularly and where participation is open to the community. A community group is a not for profit and may or may not be incorporated.

Long term hire agreement refers to regular hirers, reoccurring hirers, reoccurring monthly, school holidays and booking block programs (10 weeks or more).

Category 1	Commercial /Organisations (i.e., for profit enterprises engaged in usual business activities.
Category 2	Private hire OR long-term hire agreement OR State/School or Federal Government agency.
Category 3	Community Group OR Council delivered, externally funded activity.



Single function room



Double function room

Single Function Room

What is supplied?

Monday	8am–9pm
Tuesday	8am–9pm
Wednesday	8am–9pm
Thursday	8am–9pm
Friday	8am–12am
Saturday	8am–12am
Sunday	9am–12am

Subject to availability and staffing requirements.

Capacity	60 people
Size	122m ²
Tables	5 rounds, 4 rectangle
Chairs	60

How much do you charge?

Category 1	In Hours	\$34.60	After Hours	\$46.65
Category 2	In Hours	\$25.95	After Hours	\$34.24
Category 3	In Hours	\$17.30	After Hours	\$22.83

Outside hours is any booking commencing after 5pm weekdays and all weekend bookings. Additional security cost may be applicable for high risk events and functions after 7pm.

Double Function Room

What is supplied?

Monday	8am–9pm
Tuesday	8am–9pm
Wednesday	8am–9pm
Thursday	8am–9pm
Friday	8am–12am
Saturday	8am–12am
Sunday	9am–12am

Subject to availability and staffing requirements.

Capacity	120 people
Size	244m ²
Tables	10 rounds, 8 rectangle
Chairs	120
Projector screen	Screen only Must bring own projector

How much do you charge?

Category 1	In Hours	\$69.20	After Hours	\$90.90
Category 2	In Hours	\$51.90	After Hours	\$68.18
Category 3	In Hours	\$36.60	After Hours	\$45.45

Outside hours is any booking commencing after 5pm weekdays and all weekend bookings. Additional security cost may be applicable for high risk events and functions after 7pm.



Airconditioning



Free parking



Changerooms



Free wifi



Kitchen



Wheelchair access



Toilets



Showers



Lectern



Café

Meeting Room

What is supplied?

Monday	8am–9pm
Tuesday	8am–9pm
Wednesday	8am–9pm
Thursday	8am–9pm
Friday	8am–12am
Saturday	8am–12am
Sunday	9am–12am

Subject to availability and staffing requirements.

Capacity	16 people
Size	28m ²
Tables	10 rounds, 6 rectangle
Chairs	16

Projector screen

*Screen only
Must bring own projector*

How much do you charge?

Category 1	In Hours	\$23.24	After Hours	\$30.67
Category 2	In Hours	\$17.43	After Hours	\$23.00
Category 3	In Hours	\$11.62	After Hours	\$15.33

*Outside hours is any booking commencing after 5pm weekdays and all weekend bookings.
Additional security cost may be applicable for high risk events and functions after 7pm.*





Single Court

What is supplied?

Monday	8am–9pm
Tuesday	8am–9pm
Wednesday	8am–9pm
Thursday	8am–9pm
Friday	8am–12am
Saturday	8am–12am
Sunday	9am–12am

Subject to availability and staffing requirements.

Capacity depending on usage

Size 760m²

Chairs

*Minimum booking is 2 hours for volleyball & badminton

How much do you charge?

Category 1	In Hours	\$54.75	After Hours	\$87.60
Category 2	In Hours	\$41.06	After Hours	\$65.70
Category 3	In Hours	\$27.37	After Hours	\$43.80

Outside hours is any booking commencing after 5pm weekdays and all weekend bookings. Additional security cost may be applicable for high risk events and functions after 7pm.

Double Court

What is supplied?

Monday	8am–9pm
Tuesday	8am–9pm
Wednesday	8am–9pm
Thursday	8am–9pm
Friday	8am–12am
Saturday	8am–12am
Sunday	9am–12am

Subject to availability and staffing requirements.

Capacity depending on usage

Size 1520m²

Chairs

*Minimum booking is 2 hours for volleyball & badminton

How much do you charge?

Category 1	In Hours	\$109.50	After Hours	\$175.20
Category 2	In Hours	\$82.12	After Hours	\$131.40
Category 3	In Hours	\$54.74	After Hours	\$87.60

Outside hours is any booking commencing after 5pm weekdays and all weekend bookings. Additional security cost may be applicable for high risk events and functions after 7pm.



Wheelchair access



Toilets



Café



Airconditioning



Free parking



Free wifi



Maker Space

What is supplied?

Monday	9am–4.30pm
Tuesday	9am–4.30pm
Wednesday	9am–4.30pm
Thursday	9am–4.30pm
Friday	9am–4.30pm
Saturday	NA
Sunday	NA

Subject to availability and staffing requirements.

Capacity 30 people

Size 72m²

Chairs 30

Tables 8

Projector screen

(by request)

How much do you charge?

Category 1 Half day \$77.45

Full day \$154.95

Category 2 Half day \$58.11

Full day \$116.21

Category 3 Half day \$38.74

Full day \$77.48

Half day is 9am – 12.30pm or 1pm – 4pm.



Wheelchair access



Toilets



Café



Airconditioning



Free parking



Free wifi



Pods (2 available)

What is supplied?

Monday	9am–4.30pm
Tuesday	9am–4.30pm
Wednesday	9am–4.30pm
Thursday	9am–4.30pm
Friday	9am–4.30pm
Saturday	NA
Sunday	NA

Subject to availability and staffing requirements.

Capacity 20 people

Size 36m²

Chairs 20

Tables 4

Screen (TV)

How much do you charge?

Category 1 Half day \$51.65

Full day \$103.70

Category 2 Half day \$38.74

Full day \$77.48

Category 3 Half day \$25.82

Full day \$51.65

Half day is 9am – 12.30pm or 1pm – 4pm.

How do I book?

Phone JMC on 8480 0100 or email jmc@playford.sa.gov.au for all booking enquiries. You will be asked to complete and return a hire agreement to confirm the space.

When do I need to pay?

All bookings need to be paid in full 14 days prior to hire unless arrangements have been made to invoice. Failure to pay within this timeframe could result in your booking being cancelled.

What if I need to cancel?

In the event you cancel a booking after it has been confirmed, written notification is required at least two weeks before the event date and a cancellation fee may apply. Refunds are not normally provided, but these are resolved on a case-by-case basis.

Do I need to pay a bond?

JMC – All hire spaces

A bond is required for all private functions and events at JMC. Bonds must be taken on a credit card on the date of hire. Bonds are taken in addition to hire and security costs. Low risk: \$200; Medium risk: \$300; High risk: \$400

The Precinct – All hire spaces

No bonds are necessary, however cost of any damages, additional cleaning or breaches to hire arrangement will be added to your invoice.

Will I need security?

JMC – All hire spaces

For events after 7 pm there will be a requirement for security, arranged by the City of Playford, and all costs will be paid by the hirer as part of the hire agreement. Minimum of 4 hours: \$47.85 per hour per guard. 1 guard per 100 people.

The Precinct – All hire spaces

No.

Can I set up or pack up the space outside of the times I have booked?

No, unfortunately the hire space cannot be accessed before the paid hire period starts (this includes for set up) or after the paid period ends (this includes clean up). Ensure you include time to set up and clean up when booking your hire.

Will the room be set up for me?

No. Staff will leave the number of tables and chairs required in the space hired or clear the room if requested on hire agreement. All other set up and pack down is the responsibility of the hirer.

Who is responsible for cleaning?

The hirer is responsible for cleaning the space hired, so please allow enough time for cleaning after your event. It is expected that the building is left tidy, and the furniture is returned to its original position. Floors and tables and chairs must be cleaned and wiped down – cleaning equipment can be supplied on request. The hirer will be notified within 7 days of their event of any additional charges and the bond will be used to cover the cleaning costs or this will be added to your invoice.

What do I do with my rubbish?

Please be respectful of our space by placing any rubbish or leftover food at the conclusion of your event into the main bins outside the building. Staff will show you where these are.

What if I break something?

If something is broken, please report it to management as soon as possible, so repairs can be made, and the space be presented in a safe manner for the next booking.

What can't I bring?

Use of materials such as confetti, glitter, talcum powder, rice and other 'scatter' items are not permitted (including in outdoor spaces). Smoke machines, candles or any item with a naked flame are not permitted without notification from management. In the event, a smoke or heat detector is set off at either site, the Metropolitan Fire Service will attend the site and the hirer may be liable for the call out and an invoice for cost will be forwarded.

What equipment is part of my hire?

JMC – All hire spaces

Bin bags	Washing up detergent
Cleaning cloths	Spray and wipe
Vacuum cleaner	Lectern

JMC – Function rooms

Rounds tables – 5 per function room
 Rectangle tables – 3 per function room
 Chairs – 61 per function room
 Oven – shared function room kitchen
 Microwave – shared function room kitchen
 Dishwasher – shared function room kitchen
 Fridge – shared function room kitchen
 Freezer – shared function room kitchen

JMC – Courts

Chairs – 20 per court
 Tables – 1 per court
 Electronic score board – 1 per court
 Sports equipment – balls subject to availability

The Precinct – All hire spaces

Bin bags
 Cleaning cloths
 Vacuum cleaner
 Washing up detergent
 Spray and wipe

The Precinct – Pod 1 & 2

Rectangle tables – 4 per Pod
 Chairs – 20 per Pod
 TV Screen

The Precinct – Maker Space

Rectangle tables – 8
 Chairs – 30
 Projector (only available upon prior request)

Is catering available?

JMC – All hire spaces

No. There is a small café and kiosk that is available to purchase items, or you are welcome to bring your own food and drink.

The Precinct – All hire spaces

Yes.

Are there minimum hire periods?

JMC

For some areas there will be minimum hire as follows:
 Double function room – 2 hours
 Volleyball – 2 hours

The Precinct – All hire spaces

Half day hire – 9:00am – 12:30pm
 OR 1:00pm – 4:30pm

Wellbeing Hub Facility Guide

Contact Us



8480 0100



jmc@playford.sa.gov.au



**playford.sa.gov.au/community/
playford-wellbeing-hub**

playford.sa.gov.au

@cityofplayford



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**WELLBEING
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