



COMMUNITY  
ACTIVITIES  
LAKE MACQUARIE INC

**CALM  
COLLABORATIVE**

**FACILITIES  
INFORMATION GUIDE &  
FEE STRUCTURE**

**BONNELLS BAY YOUTH  
& COMMUNITY CENTRE**

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**THE BOULEVARDE**  
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**LEO LEWIS**

**OPENING  
SOON**

**CREATING EMPOWERED, CONNECTED  
AND RESPECTFUL COMMUNITIES**

# ABOUT US



CALM is a well-respected for purpose community organisation who have worked with the Lake Macquarie community since 1986. Our mission is to 'provide programs, services and an effective voice to empower children, families and young people to flourish within their community'.

Our team work hard to ensure our values of Respect, Collaboration, Dignity, Ethical Behaviours, Social Justice and professionalism are upheld. 'CALM Collaborative' embeds our mission and values whilst also providing financially assistance by operating community facilities for local service providers and the community to share.

Each site has a COVID Safe plan including site QR code. In our current climate it is a condition of hire that all groups using our facilities have their own COVID Safe plan in place as well.

We operate facilities at Bonnells Bay Youth & Community Centre (BBYCC) 'the Boulevard' Toronto and soon to be released "Leo Lewis". All of our facilities can be booked for permanent office use, one-off or regular hire. Our facilities are fully furnished and fully serviced including Wi-Fi giving a range of opportunities for like minded community and business enterprises to collaborate in a shared space. Our desire is to facilitate the use of these facilities with and for the community.

I invite you to explore each of our facilities in this booklet and contact us with any enquiry. We look forward to working with you as a part of the Lake Macquarie community.

Sheena Harvey  
CEO

# BONNELLS BAY YOUTH & COMMUNITY CENTRE (BBYCC)



**275 Fishery Point Rd, Bonnells Bay**

BBYCC is an ideal space for meetings, social groups, sporting groups, wellness services and educational training. It is equipped with a large hall and semi commercial kitchen, along with an enclosed courtyard and a range of office spaces available for community groups and businesses to work and grow from.

## Main Hall & Kitchen

The main hall and attached semi commercial kitchen is a perfect space for large group programs, social programs and sports & wellness groups.



## Activity Room

The Activity Room is a medium sized space ideal for small group programs, therapeutic services, meetings or a breakout room for functions utilising the main hall. There is an external door with access to the adjoining skate park.

## Large Office

This is a ready to go modern office space with three desks spaces and drawers. A large filing cabinet is located in this room as well as substantial cupboard space for storage, large fixed whiteboard and ample lighting from the large front window. This space is ideal for organisations looking to outreach to the Bonnells Bay/ Morisset area or for new business start-ups and is available for permanent hire.



# BONNELLS BAY YOUTH & COMMUNITY CENTRE (BBYCC)

## Private Office

This private office is at the entry and equipped with one desk space, storage, desk drawers and a large notice board. This space is ideal for single operator businesses or clinicians or a great start up option for individuals wanting to establish a presence in the Bonnells Bay/ Morisset area without the major overheads. Available for casual or permanent hire 1-7 days per week.



## BBYCC Hire Rates & Fee as at 2021

### Main Hall

\$30.00 per hour/ \$150 per day (Community / Not for Profit Rate)

\$50.00 per hour/ \$250/ per day (Commercial / Private Rate)

### Celebration (Limited scope as per LMCC Conditions)

\$500+ \$600 bond per day

### Activity Room

\$20.00 per hour/ \$100.00 per day (Community / Not for Profit Rate)

\$35.00 per hour/ \$175.00 per day (Commercial / Private Rate)

### Large Office

\$60.00 per day( Community / Not for Profit Rate)

\$75.00 per day (Commercial / Private Rate)

### Private Office

\$40.00 per day (Community / Not for Profit Rate)

\$55.00 per day (Commercial / Private Rate)

### Administration Fees

Key Deposit \$50.00 (Refundable)

Bond \$300.00 (Refundable)

Booking Changes (1st Change exempt) \$15.00

Misuse of Safety Equipment \$100

Reissue of Keys / Security Codes \$50

Cleaning Fee

- \$50.00/ hour If left in unsatisfactory state
- \$100.00/ hour If full clean required

Security Fee \$150 ( Emergency callout, security alarm misuse)

**Condition of Hire-** in addition to our terms and conditions all hirers must provide;

- A copy of your Public Liability Certificate of Currency (\$20 Million)
- A copy of your COVID Safe Plan

### BBYCC Hire inclusions

The following resources and inclusions are available for use by all hirers'

- Reverse cycle air conditioning
- WiFi
- Secure with individual alarm codes
- Male/Female and Disabled Toilets
- 140 Indoor plastic/metal Chairs
- 6 x 1.8mtr collapsible tables
- Half price hire of Main Hall and Activity room
- 24/7 access via key or code
- Fully serviced weekly clean
- Wheelchair friendly
- Parking for 16 vehicles & 2 Disabled
- Invoiced Monthly
- Fully Furnished office spaces



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# 'THE BOULEVARDE' TORONTO



**77 The Boulevard Toronto**

This shared office space is ideal for community minded organisations looking for a greater presence in western Lake Macquarie without the stress of a commercial lease. Located at the end of the Boulevard in the Centre of Toronto, 'The Boulevard' is fully furnished, secure, serviced, private and shared offices with on site carparking and WiFi.



## **Private Office (2)**

This site has 2 private offices equipped with an executive desk, bookshelf, desk draws and file cabinet, complete with WiFi and Reverse Cycle Air conditioning. This space is ideal for single operator businesses or clinician wanting to establish a presence in the Toronto area without the major overheads. Available for causal or permanent hire 1-7 days per week or why not consider exclusive hire of the entire site!

## **Shared Office (2)**

This site has 2 shared offices spaces. The first includes a large and welcoming reception area and desk space for up to 6 staff. The second open office is smaller with 4 desk spaces however is enclosed with a door to provide privacy.

Shared offices are equipped with desks, chairs, bookshelf, desk draws and file cabinets, complete with WiFi and Reverse Cycle Air conditioning. These spaces are ideal for small- medium organisations or businesses wanting a presence in the Toronto area without major overheads. Available for causal or permanent hire 1-7 days per week.



# 'THE BOULEVARDE'



## Meeting Room

The Meeting Room is a well equipped space complete with WiFi, dual exit, Reverse Cycle Air conditioning, whiteboard, disabled access, disabled bathroom, and large refrigerator with tea and coffee making facilities. The space contains 2 folding tables and 12 cushioned chairs, ideal for meetings, small groups or educational training.

## Shared facilities

'The Boulevard' is fully furnished and fully serviced with shared kitchen, fenced outdoor area, 10 carparks and bathrooms. With no hidden costs or lease commitment is a true collaborative space where hirers are encouraged to work with CALM to better service the children, families, young people and West Lake Macquarie Community.

## 'THE BOULEVARDE' HIRE INCLUSIONS THE FOLLOWING RESOURCES AND INCLUSIONS ARE AVAILABLE FOR USE BY ALL HIRERS'

- REVERSE CYCLE AIR CONDITIONING
- WIFI
- SECURE WITH BACK TO BASE ALARM MONITORING
- MALE/FEMALE AND DISABLED TOILETS
- 24/7 ACCESS
- FULLY SERVICED WEEKLY CLEAN
- PARKING FOR 10 VEHICLES
- INVOICED MONTHLY
- FULLY FURNISHED OFFICE SPACES

## 'The Boulevard' Hire Fees (NFP/ For Purpose) (as at 2021)

Private Office (2)- \$60/ day or \$250/ week

Shared Office (2) - \$60/ day or \$250/ week

Meeting room (1) -\$60/ day or \$250/ week

## Exclusive hire of The Boulevard'

\$650/ week (NFP/ For Purpose)

\$900/ week (Commercial)

## Administration Fees

Key Deposit \$50.00/ key (Refundable)

Bond \$300.00 (Refundable)

Misuse of Safety Equipment \$100

Reissue of Keys / Security Codes \$50

Cleaning Fee

- \$50.00/ hour If left in unsatisfactory state
- \$100.00/ hour If full clean required

Security- \$75.00 (Emergency callout, alarm misuse)

**Condition of Hire-** in addition to our terms and conditions all hirers must provide a copy of;

- Public Liability Certificate of Currency (\$20 Million)
- Your COVID Safe Plan



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## COMING SOON..... LEO LEWIS



## Join us at our brand new Head office.

Available from November 2021, we have 3 Individual Consultation rooms, a meeting room and small group space for hire. This brand new, modern space is ideal for community minded organisations looking for a safe space to see clients. 'Leo Lewis' is fully furnished, secure and serviced including WiFi access.

**For early enquiries please contact CALM Administration on 49503888 or [admin@calm.org.au](mailto:admin@calm.org.au)**

# HIRE EXPECTATIONS

## COVID Safety

- All our Collaborative facilities have a registered COVID Safe Plan including a QR code for each site. All persons entering the site must use the QR Code as a condition of entry.
- Every hirer must provide a copy of your COVID Safe Plan as a condition of hire.
- You must not attend any of our facilities if you are unwell or experiencing flu like symptoms.
- Every hirer must ensure sanitiser is available on entry
- Every hirer must ensure touch points are disinfected at start and end of daily use.
- Hirers must contact CALM Administration if supplies such as soap, sanitiser, wipes or paper towel are low and not wait until they run out.
- Our CEO must be contacted immediately on 0417682607 should a confirmed case attend our facilities.

## On Arrival

- Please check the venue is in clean and tidy condition. If there are any concerns please take photographs and contact CALM on 49503888 or [admin@calm.org.au](mailto:admin@calm.org.au).
- Use your provided Key or Access Code to unlock the main door to the venue.
- Upon entry disarm the alarm using the code provided in your confirmation email
- Courtyard gate keys are located on a key hook to the top rear door.

## Cleaning

- Hirers are required to set up, pack up and clean up ready for the next booking.
- Hirers are required to provide their own supplies for day to day cleanliness.
- Whole of facility cleaning is scheduled weekly and is included in hire cost.
- Ensure all rubbish taken to the wizbin on exit and that new bin liners have been placed in bins
- All breakages sustained during the Hirer's use of the Centre must be reported to CALM on 49503888 or [admin@calm.org.au](mailto:admin@calm.org.au)

**Storage-** If hirers require access to a locked cupboard for storage please contact CALM to make arrangements. There is limited storage access available on sites

**Cancellation-** For permanent hires we respectfully request 90 days notice to cancel.

## Smoking, Drug & Alcohol use

- All our facilities are a non-smoking, including in the grounds of these venues.
- Drug Use is strictly prohibited at all facilities. Notification of drug use will result in immediate cancellation of bookings, forfeit of the hirers bond and a report to Police.
- Alcohol use is permitted at CALM venues for 18years+ hirers with proof of the appointment of security guards. Any security breach, call out or additional cleaning will incur additional fees

## Emergencies

- In case of an emergency call 000. Please note that there are no landline phones at facilities.
- Each centre is equipped with fire extinguishers and blankets. Please familiarise yourself with the evacuation procedure which can be found in each room. Improper usage of this equipment will incur a fee.
- If any incident occurs on the premises during the hire period that requires the attendance of Police, Ambulance, NSW Fire, SES or urgent repair the hirer must contact CALM immediately on 0417682607 after contacting the appropriate emergency service.



## READY TO JOIN OUR COLLABORATIVE & MAKE A BOOKING....

Call CALM Administration on 49503888 or [admin@calm.org.au](mailto:admin@calm.org.au) with any questions, to discuss values alignment or to book a tour.

### To complete a Booking;

- Download our Booking Agreement and Term& Conditions at [www.calm.org.au](http://www.calm.org.au)
- Read, complete, sign and return the Booking Agreement and Terms & Conditions to confirm you agree with conditions.
- For BBYCC go to our online Booking System at <https://bonnellsbayycc.skedda.com/booking>

**OR for either facility email [admin@calm.org.au](mailto:admin@calm.org.au) OR Phone 49503888**

Once you have completed your Booking Agreement a staff member will contact you to:

- Confirm or decline your Booking Request
- Confirm the pricing details and issue your invoice
- Request a signed copy of the Booking Agreement and Public Liability Certificate of Currency (\$20 Million) and a copy of your COVID Safe Plan.

### At the start of the week of your booking we will:

- Confirm that your invoice has been paid in full
- Provide you with access codes and keys to the facility
- Provide a copy of this guide for your centre induction

### At completion of your booking we will;

- Confirm keys have been returned and the facility has been left in a clean and tidy manner
- Refund your Bond if all conditions have been met, or provide details of additional fees required to be removed from your bond as per the Booking Agreement and Fee Structure
- Send you a link to our survey so that you can provide feedback on your experiences with our booking system, facilities and any improvements we can make to our Collaborative