

Community rooms welcome pack





Getting ready to 'Meet Up'

1

- Read the community room hire terms and conditions
- Book a community room online
- Agree to the terms and conditions

2

- Arrive at Centre Management
- Show ID, details of public liability insurance, and Working with Children Check (if required)
- Head to the community room and set up

3

- Host your meet up
- Pack down and clean up
- Notify Centre Management when leaving the premises





Thank you for choosing Stockland

At Stockland, we believe there is a better way to live. It's the driving force behind everything we do. Creating and curating vibrant places and spaces full of energy, soul and life.

We are pleased to make our community rooms available, so you can run small group meetings, connect with your clients, build skills or offer life learning classes.





Your place to Meet Up

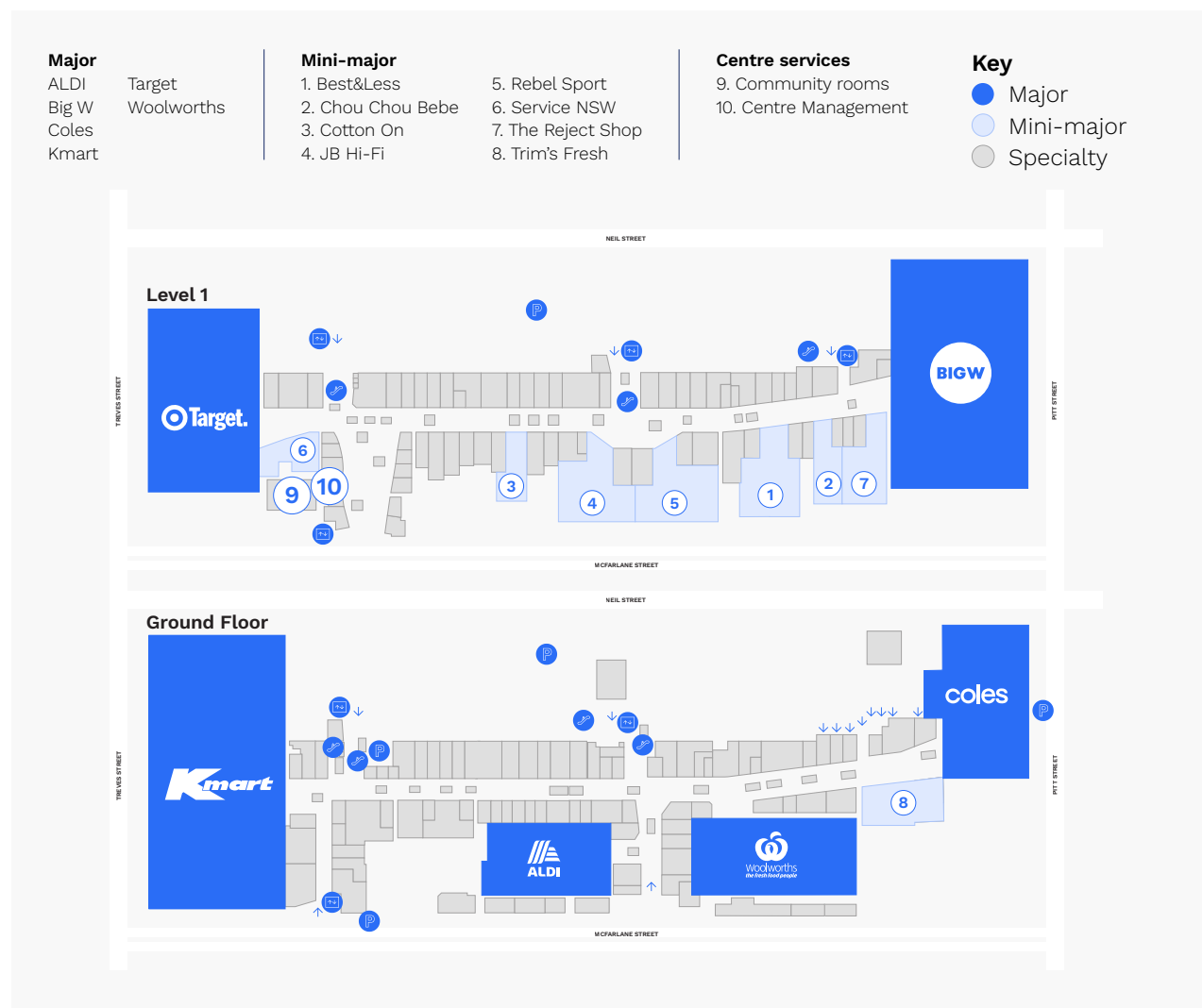
Twenty-five kilometres west of the Sydney CBD and adjacent to rail, this retail town centre is a hub for food and fashion, and has serviced the local community since 1972.

The centre includes six major retailers: ALDI, Coles, Woolworths, Big W, Kmart and Target. There are also 8 mini-majors and 180 specialty stores including a childcare facility located on the rooftop.

Community room hours

Monday – Wednesday	9:00am – 5:30pm
Thursday	9:00am – 8:00pm
Friday – Saturday	9:00am – 5:00pm
Sunday	10:00am – 4:00pm

Community rooms are not available on Public Holidays.





Community Room 1

Max. 20 people

- Whiteboard
- TV
- Free WiFi
- Shared kitchenette
- Tables and chairs



Community Room 2

Max. 15 people

- Whiteboard
- TV
- Free WiFi
- Shared kitchenette
- Tables and chairs for adults and children



Community room usages:

- Meetings
- Interviews
- Community support groups
- Craft workshops
- Meditation
- Low-impact exercise
- Life-learning
- Skills training

Not suitable for:

- Cooking
- Parties
- High-impact dance or aerobics classes
- High-noise level music classes



Prep to Meet Up

Meet at centre

- Arrive 15min prior to booking.
- All payment by credit card in advance.
- Provide proof of identity in the form of a driver licence or an alternative form of photo ID.
- Hirer must be 18 years or older. All participants under the age of 18 years must be supervised by parent or guardian.
- Business, charities and other organisations must provide proof of public liability insurance (PLI).
- Not-for-profits to provide PLI and NFP Certificate of Currency (70% of business needs to be run by volunteers).
- For children's workshops, facilitators to provide proof of Working with Children Check. Complete [Stockland Child Safety and Interaction Code of Behaviour form](#).
- PLI or Risk Assessment required for all craft workshops.



Promote your event

- Brochures or flyers may be placed on the community noticeboard. See Centre Management for approval.
- For a listing on the Stockland Merrylands website and community events page, send digital content via email to merrylands@stockland.com.au for review and approval.
- Canvassing or distributing advertising materials directly to customers within Stockland shopping centre for an event held within the community room is not permitted.

Hire rates

Group type	Hourly rate incl. GST	Day rate incl. GST
Charities Businesses Gov. organisations	\$24.20	\$121.00
Community Groups Not-for-profits (70% volunteers)	\$18.10	\$82.00

Minimum booking time is 1 hour. 30min cleaning gaps is allowed for between each booking. Allowing 10min for set up and pack up. Maximum booking length is three days within a single week. Bookings cannot be made more than 1 week in advance. All bookings must be completed online. Only one room can be booked per day per organisation. Payment must be made in advance to secure booking.



Meet Up set-up

- Bring hand sanitiser, wipes and first-aid provisions.
- Bring your own supplies and use the kitchen facilities or pre-book catering with our food retailers.
- Electrical appliances must be tagged and tested.

Meeting health and safety

- Room is within an office precinct. Ensure all music and noise levels are at an acceptable level (including entering and leaving the premises).

Incidents and accidents

- Fire evacuation poster and procedures are provided in both community rooms.
- If you require first-aid assistance, please contact Security on 0414 924 537 or Centre Management on (02) 9682 1855.
- First-aid kits and defibrillator are located at the Centre Management office and Customer Care desk.
- In the event of an incident, accident or dangerous occurrence while using the community room, it is the hirer's responsibility to report to Security, Customer Care or Centre Management. Report as soon as practicable following the event taking place and complete incident report.





Meet Up pack up

- Clean and sanitise door handles, tables, chairs and any other facility equipment with the sanitised wipes.
- Dispose of any catering supplies in centre bins.
- Removal of all equipment, materials or resources belonging to facilitator or participants. Items found after the room is vacated will be disposed of unless they are of significant value, in which case they will be left with Lost Property.
- Room should be left in the same condition as pre-hire.

Post bookings

- Notify Centre Management when leaving the premises.
- To provide feedback and suggestions, complete survey link on the booking confirmation email.

What you need to be aware of

- The hirer must pay any costs incurred for cleaning, repairing or replacing any part of the premises, including fixtures, fittings or equipment damaged or destroyed during the hire period.
- All personal property brought on-site and used in the community room shall be at the sole risk of the hirer and its invitees. Stockland is not responsible for any loss of or damage to any property belonging to the hirer or any person attending the community room during the term.





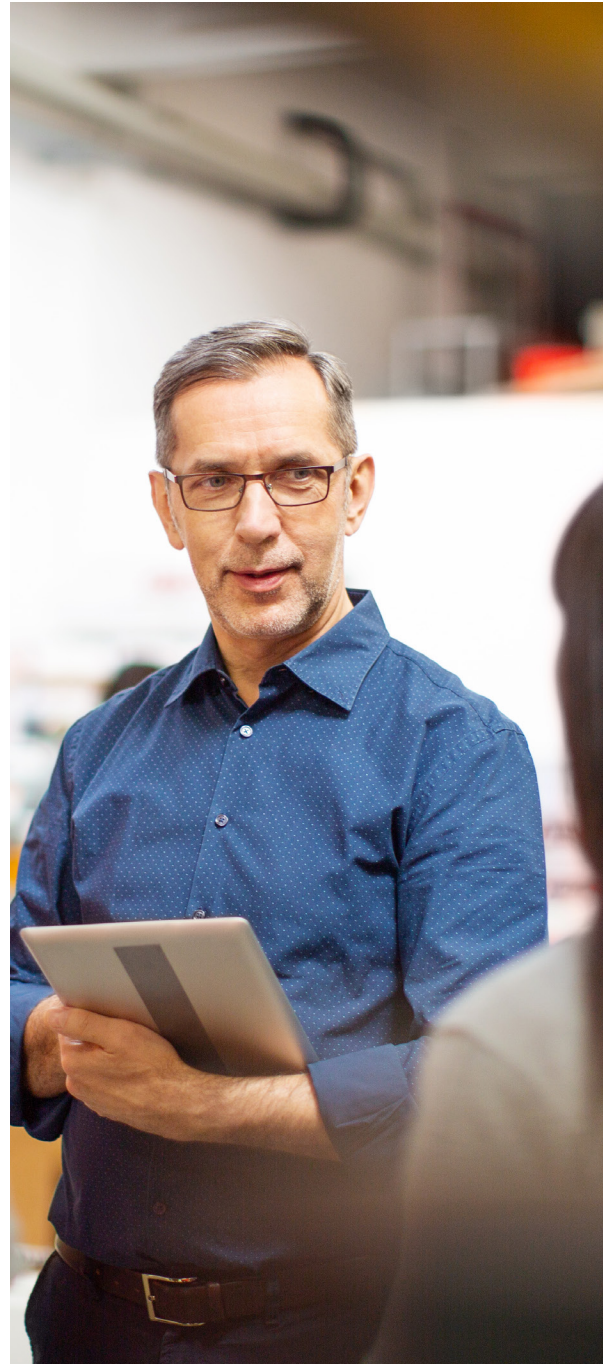
Meet Up declined

Not suitable for the following

- Cooking classes.
- Parties.
- Animal-free zone.
- Both smoking or consumption of alcohol are not allowed on the premises.
- The hirer must comply with all laws and regulations at all times when occupying the community room.
- Hirer must ensure that no games of chance, gambling or illegal activities are conducted.
- Hirers falsely stating the nature of their event may be subject to booking cancellation.
- The community room is fitted with smoke detectors. If the smoke alarm system is activated due to inappropriate use and NSW Fire Brigade attends, the hirer will be responsible for any costs (approximately \$1,800).

Stop Meet Up

- Any breach of the terms entitles Stockland to terminate the agreement and require hirer and participants to vacate.
- The hirer shall forfeit their rights to the booking of space in the community facilities managed by Stockland.
- For established community groups regularly meeting, it is recommended hirer arrange insurance covering public liability, personal accident and illness insurance and cover for property or equipment.
- Stockland has obtained public liability insurance cover for uninsured community groups only and is for liability claims from third parties only.
- Fixing decorative items or equipment is not permitted.



For further information, contact Customer Care:

P: (02) 9682 1855

E: merrylands@stockland.com.au

For feedback and suggestions

Please fill out our [Customer Survey](#)

In the event of an emergency

Contact Security on 0414 924 537 or dial 000
