

Burraja

CULTURAL CENTRE

Burraja Cultural Centre Room Hire | Bookings & Information

Burraja Cultural Centre on Gateway Island is a unique, flexible space that can be tailored to suit your event's requirements. Operating hours are Monday to Friday from 10am to 4pm.

Fees, Terms and Conditions

All hirers are required to comply with the following conditions when hiring rooms at Burraja Cultural Centre.

Booking fees

- Booking fees must be paid in full prior to use.
- Bookings can be made six months in advance.
- Cancellation within 48 hours of the event may incur a fee equal in value to 50% of the hire cost.
- Booking prices are set according to the type of organisation or business:
 - Not for Profit / Community Group
 - Commercial / Private / Government

Spaces for hire:

Wanamurru (Eaglehawk) Room (Boardroom, upstairs), seating capacity 15 people

- Smart Board with Wi-Fi connection, Zoom access and microphone/s
- 2x wall-mounted whiteboards
- Room temperature control
- 4x tables
- 15x chairs
- Wheelchair access via internal lift
- Toilet (downstairs via art gallery)
- Access to native bush garden and yarning circle
- Access to kitchen with water, tea- and coffee-making facilities

Rates:

- | | |
|-------------------------------------|------------------|
| • Not for Profit / Community Group | \$45 / hour +GST |
| • Commercial / Private / Government | \$60 / hour +GST |

Burraja Cultural Centre
Hume Highway Gateway Island VIC 3691

Victorian Aboriginal Child and Community Agency Co Op Ltd ABN 446 6545 5609

We acknowledge the Traditional Owners of the lands across Victoria that we work on, and pay our respects to their Elders, both past and present and to their children and young people, who are our future Elders and caretakers of this great land.



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Marriawa (Emu) Room (Workshop Ground Floor), Seating capacity 20-35, total capacity 50 people

- Large projector with Wi-Fi connection
- Room temperature control
- 6x tables
- 20x chairs
- Wheelchair access via internal lift
- Toilet (downstairs via art gallery)
- Access to native bush garden and yarning circle
- Access to kitchen with water, tea- and coffee-making facilities
- Access to native bush garden fire pit (BYO wood)

Rates:

- | | |
|-------------------------------------|-------------------|
| • Not for Profit / Community Group | \$65 / hour + GST |
| • Commercial / Private / Government | \$80 / hour + GST |

Accessibility

The ground floor is accessible via the front car park.
An internal lift is available to access the first floor.

Wheelchair-accessible Toilet

Burraja Cultural Centre's toilet is located downstairs; however, the closest wheelchair-accessible toilet is a public facility located in Gateway Island less than 100 metres away.

Smoking

Smoking is not permitted within 4 metres of the building or within the surrounding native bush garden area.

Duty of Care

Hirers are responsible for the care of all participants within their group.

Access to Building

Access is via a VACCA staff member. Hirers can only place bookings during working hours with a VACCA staff member.

After-hours bookings will incur a call out fee of \$200 + GST

Setting up and packing down

We recommend visiting the space ahead of your event day.

If you plan to use any electronic equipment, please arrive at least 30 minutes before your booking to allow for a smooth start to your session. This also gives you time to set up as needed.

Use of fire pit

Use of the fire pit is at the discretion of the hirer. Hirers will need to provide their own wood. Rubbish is not to be thrown into the fire.

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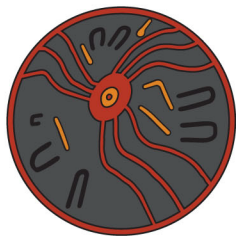
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Care of premises

Hirers are responsible for keeping all spaces clean and tidy and leaving them as they were found. This includes washing and putting away used utensils and dishes.

Emergency Procedure/s

Hirers will be briefed upon arrival about Burraja Cultural Centre Emergency Evacuation points and Emergency Assembly points.

Rubbish Removal

Place rubbish in bins provided. If they are full, you may need to take rubbish with you.

For all further enquiries please email burraja@vacca.org or phone 03 8373 1710

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Name of person making the booking	
Name of organisation/business	
Contact person & phone number	
Are you a:	Not-for-profit/community organisation Yes () Commercial/private/government enterprise Yes ()
Email address	
I would like to book the Wanamurru (Eaglehawk) Room	
I would like to book the Marriawa (Emu) Room	
Name of event	
Date of event	
Start time of event	
Finish time of event	
How many hours would you like to book for	
Is this a recurring booking	Yes () No ()

I have read and understood the terms and conditions above and agree to comply with all terms and conditions of hiring the Burraja Cultural Centre inclusive of hiring fee/s

Signed: _____ Date: _____

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