

Functions FAQ

How do I book the function/meeting room?

Submit an online enquiry form or email your enquiry to stclair@ymcasa.org.au. Or you can call us on **08 7078 4184**

Can I view the room(s)?

Yes, our function & meeting rooms can be viewed during our normal operating hours. To book a time to view, please call us on **08 7078 4184**

What is the latest end time for bookings?

We require bookings to be packed up and out of the centre by 11pm.

How much is room hire?

Please refer to our website for pricing and related fees.
<https://www.stclair.ymca.org.au/services/functions>

Do I need to pay a booking deposit?

Yes, a non-refundable \$100 booking deposit is due at the time of placing the booking.

How do I pay?

Deposit and payments can be made over the phone **08 7078 4184** or at customer service desk. Full payment is required 7 days prior to your event, ideally all bookings are paid through the front desk, we can offer invoices where we wish.

Can I cancel my booking?

Yes, you can cancel your booking at any time. But to be eligible for a full refund, please ensure your cancelling within 7 days of placing your booking.

Can I make a regular booking?

Regular bookings can be made, depending on availability within our function/meeting spaces.

Am I allowed to go in early?

Please allow set up and pack up time within your booking.

Is AV equipment for my function?

In our function rooms, we have a large projector, microphone and lectern available. All is included in the booking, but we recommend performing an AV test prior to your booking with the devices being used on the day to ensure all is compatible.

Are tables and chairs supplied?

Yes, we have tables and chairs inclusive of the hire, please advise how many will be required for your event, it is the responsibility of the hirer to set up the room and return it to the general state before use.

Is there cutlery or crockery?

It is the hirer's responsibility to organise their own cutlery and crockery.

Do I need to be aware of any noise restrictions?

Please be aware of other centre users during your booking. If your booking concludes in the evening, please be aware of our surrounding residents upon leaving.

Do we have to clean the floors?

Cleaning is the responsibility of the hirer. A vacuum cleaner will be provided.

Can we use caterers?

Hirers are more than welcome to use drop in and drop out external catering. This occurs a \$150 external catering fee.

Can we stick things on the walls?

Yes, only using blue tack and providing damage isn't done to the walls. All items and blue tack must be removed as part of your clean up.

What do we do with our rubbish?

At the end of the booking you will be required to bag all rubbish and place in our outside skip bins. Access the external bin will be granted by staff on

Is there access to a kitchen?

No, we do not allow kitchen access to function hirers. We do allow the fridges to be used for storage although they will need to be accessed by staff or have staff present.

Is there access for all (I.E Wheelchair access)?

Yes, we have a functional lift located at the bottom of the stairs.

Do we need security guards?

We do not accept bookings for events that require security.

Do we require a liquor licence?

If you are looking to sell alcohol during your event, you must apply for a limited liquor licence through Consumer and Business Services on 131 882 or www.cbs@sa.gov.au.

Are cleaning products provided?

Cleaning products can be provided when requested.