

How do I book the function/meeting room?

Submit an online enquiry form or email your enquiry to arc@campbelltown.sa.gov.au.

Can I view the room(s)?

Yes, rooms can be viewed during normal ARC opening hours.

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 see the Campbelltown City Council Fees and Charges Schedule.

How do I pay?

Payments can be made over the phone 8366 9350 or at customer service. Invoices can be provided for applicable businesses.

Can I cancel my booking?

Cancellations can be made up to 48 hours prior to your booking. If a deposit has been made, it will be refunded if you have provided more than 48 hours notice.

Can I make a regular booking?

Regular bookings can be made depending on the nature of the enquiry and availability of rooms.

Am I allowed to go in early?

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

Can I hire equipment for my function?

We have a projector, big screen, microphone and lectern available for hire for an additional fee.

Are tables and chairs supplied?

Yes, however, quantity is limited.

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 external catering. Catering companies are permitted to setup in the bus drop off zone.

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?

Please leave rubbish in a location that is agreed to with the Duty Manager in charge.

Is there a commercial kitchen?

Both function rooms have basic kitchenette facilities and the meeting room doesn't have kitchen facilities.

Do we have to clean the kitchen?

Yes, please leave the room and kitchen as you found it upon arrival.

Is there access for all (i.e. wheelchair access)?

Yes, there is lift access located near all rooms.

Do we need security guards?

We do not accept bookings for events that require security.

Do we need a liquor licence?

If you're supplying alcohol to your guests or they're bringing their own, there is no need for a liquor licence. However, if you are selling alcohol, 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 are available upon request for an additional fee.

Is there assistance available after hours?

A Duty Manager is available at all times whilst the centre is open.

Anything we missed?

**If you require any further information please contact
The ARC on 8366 9350 or arc@campbelltown.sa.gov.au.**