

FREQUENTLY ASKED QUESTIONS

Do I need to view the space?

No - click on the video link [here](#) to take a tour of the building

Can I collect a swipe / key on arrival?

No – swipe/key collection must be done via the Adelaide Central Market Authority (ACMA) the business day of or before hire or as per instructions emailed by City of Adelaide staff (address for ACMA is within Terms & Conditions of Hire)

Do I need to have insurance?

Please refer to the [Terms & Conditions of Hire](#)

All hirers are required to have Public Liability Insurance and will need to provide a copy to City of Adelaide prior to the booking being accepted.

Please note – If a Hirer is not able to obtain public liability insurance as required, they may be able to draw upon the Council's Casual and Adhoc Hire Liability Policy at the discretion of the Council.

How do I know which hire category my group comes under?

Please refer to the [Booking Category Flow Chart?](#) flow chart

We live in the community why is our booking not free?

Please refer to the [Booking Category Flow Chart?](#) flow chart.

Community relates to free events/activities open to the public. Community bookings are given priority.

All fees and charges are set by Council in line with the running costs of the Minor Works Building

Does it cost to hire the building?

Yes – please refer to [Hire Fees](#) section on the main page

Can I pay the fee on the day/evening of hire?

No – any fees due must be paid within 5 working days of receipt of Booking Confirmation

Please refer to the [Terms & Conditions of Hire](#)

Can I pay the fee when I collect my swipe / key?

No – any fees due must be paid via the City of Adelaide Customer Service Centre at 25 Pirie Street within 5 working days of receipt of Booking Confirmation

Please refer to the [Terms & Conditions of Hire](#)