



SPROUTHUB  
AURORA

A space for you: meet,  
work and play with us.



## GET TO KNOW US

(we make great coffee, but are so much more!)

Sprout Hub is your community, connected. A space for you in Aurora to meet, play and eat right from the beginning of your new neighbourhood.

Sprout Hub is a beautifully designed temporary community hub that stimulates social connection, local economic activity and place activation ahead of more permanent social infrastructure being built in the area.

The multi-use venue is small but mighty, featuring a social enterprise café, plus flexible event, meeting and community space.

Sprout is a B Corp, a new type of company that uses the power of business to solve social and environmental problems. B Corp certification is to business what Fair Trade is to coffee or USDA Organic certification is to milk.

**10 CENTS IN EVERY  
\$ YOU SPEND AT  
SPROUT HUB GOES  
TOWARDS THE  
SEEDLING FUND FOR  
LOCAL INITIATIVES**

Visit [aurora.sprouthub.com.au](http://aurora.sprouthub.com.au)  
for more details.

## WHO CAN USE OUR SPACE? (hint: everyone)



### COMMUNITY

Are you a local group or organisation who delivers community activities? Sprout is the perfect outpost for pop-up services, exhibitions, resident meetings and launch events. Hold a craft workshop with us, or a meet at Sprout with your local book club.



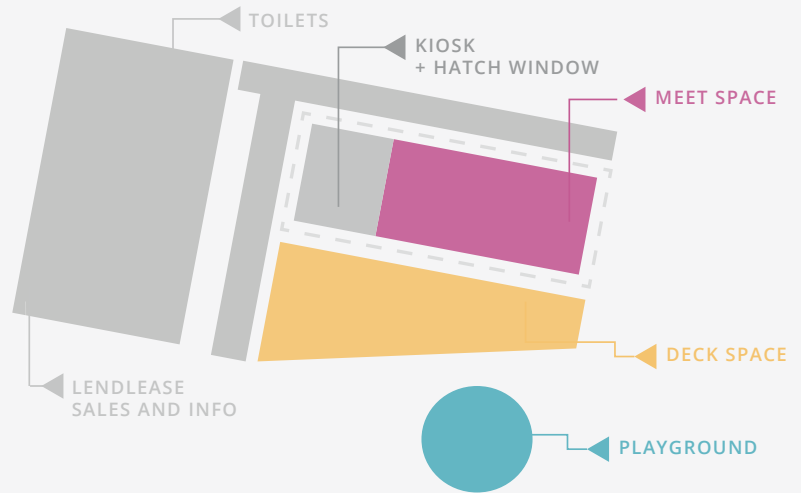
### BUSINESS + COWORK

Need a desk away from the office or home? Want to have your meetings in a place that serves great coffee? Sprout provides a space with all the necessities and lots of character, a space for you whether you are a business, freelancer or start-up.



### EVENTS

Need a space to host an event? Provided it is community friendly, we are here for you. Sprout welcomes small functions and offers a range of food, drinks, snacks and full catering options to fill bellies and make your next social engagement a great one.



## OUR SPACE

### MEET SPACE

Our cafe space can adapt to accommodate your event. You can casually co-work from this space, hold workshops or have casual meetings here. If you would like privacy or would like to limit distractions ask us about closing the main doors and serving the public out of the hatch, so you have the inside all to yourself.

Max capacity 10 - 12 seated.

### DECK SPACE

Need a nice relaxed outdoor venue? Hold it in our deck space. The deck space is... pretty obvious right? We have views to the city, and the space can be rearranged in lots of different ways, from cinema style to standing or seated.

Max capacity – 45 seated, 70 standing.

### GO BIG

Why not use the whole space? The Hub space is extremely flexible and possibilities are endless. Even the furniture is designed with this in mind. If you are having a larger scale event - ask us!

Max capacity ~ 80 people.

### WI-FI

We will have high speed Wi-Fi available free of charge, drop in and connect up.



## COSTS

**\$30 P/HOUR MEET SPACE OR DECK SPACE**

**\$50 P/HOUR GO BIG**

**FREE FOR NOT-FOR-PROFITS AND SMALL COMMUNITY GROUPS (INSIDE HOURS)**

**FREE CO-WORKING AND CASUAL MEETINGS**

We are a cafe, if you plan to use the space in hours you will need to be flexible to our cafe customers. We will try our best to give your booking as much privacy as possible, and have a number of ways to do so including serving out of our hatch window.

### AFTER HOURS

Using the space after hours costs an *additional* \$50 per hour, but includes private use of the facility and 1 staff member to help with your event. Min booking 3 hours. Fees still apply for not-for-profits and small community groups, unless you are a 'Sprout Member'. See right for details.

### NEED A HAND?

Our staff are friendly, great at making coffee and trained to facilitate community events. Cost for each additional staff is \$45 per hour, min 3 hours.

## BECOME A MEMBER

Sprout membership is \$150 per year (or \$100 per year for not-for-profits / small community groups).

It entitles you to use the space once per month, and there is no charge for use outside of hours. A key is provided to you by lock box, with a new code for each booking.

Conditions apply (see 'Finer Details').



## EAT + DRINK

### **SEASONAL GRAZING BOARDS \$75**

A selection of seasonal goods, which may include artisan cheeses, dried fruit and nuts, cold cut meats, sweet paste/s and water crackers and or bread. Serves 10 - 15 people.

### **HOMESTYLE DIP PLATTER \$65**

A selection of dips using seasonal and local produce. Accompaniments vary to match, but could include seasonal veggie sticks and fresh bread. Serves 10 - 15 people.

### **SWEET TREAT FRUIT PLATTER \$55**

Seasonal fruit selection served with delicious creamy yogurt and organic honey. Serves 10 - 15 people.

### **BAKED TREAT BOARD \$55**

Selection of delicious cakes and baked goods. Serves 10 - 15 people.

### **TEA AND COFFEE STATION \$3 P/PERSON**

A selection of tea, coffee, juice and sparkling water. Includes set up of a self service table, napkins, and all self service 'implements'. Minimum 10 people.

### **ESPRESSO COFFEE \$3.50 P/PERSON**

Fresh barista coffee, make the way you like it. Availability dependant on number of event attendees.

Other snacks and beverages available at cafe prices, including fresh juices, milkshakes, smoothies and other beverages.

We can also source other items on request, like wraps, sandwiches, BBQs, just give us a few weeks notice to arrange this for you.

Ingredients reflect the season and best produce available at time of preparation. Please give us advance notice if you have any dietary requirements or would like us to provide vegan/halal/vegetarian fare.

We do not allow BYO food and beverage unless agreed by Sprout management in advance. Sprout does not have a liquor licence. No alcohol to be consumed on the premises. Prices include GST.



## THE FINER DETAILS

### BOOKINGS

In booking the Sprout Hub space you agree to all terms and conditions outlined in this document.

Submitting an event request on our website does not mean it is automatically confirmed, we will get in touch to confirm if the date is available and that we can meet the needs you require.

Once confirmed, payments must be made 7 days prior to your event (unless otherwise organized with us). If the booking is less than \$100, you are welcome to pay on the day at our kiosk.

Please make sure you factor set up and pack down into the number of hours you book. It is important that you let us know about the

requirements of your event so we can make sure your event runs smoothly with adequate staffing.

### MEMBERSHIPS

Are valid for 12 months from date of purchase.

Memberships are non refundable and are not transferrable to other organisations.

Memberships entitle you to use the Sprout Hub once per month (1). If you would like to use the space more often, charges may apply.

Any requests outside of the allocated frequency (ie. 2 events one month, no events next) must be approved by Sprout Hub staff.

Any reasonable event duration is possible, and can be negotiated with Hub staff. Please book in advance with us, we will do our best to accommodate you but please be mindful that other community groups will also need the space.

Sprout Hub is a 'little place for a little while' and is in new developments for up to 3 years, in the case membership nears project completion memberships will be pro-rata as to the time left (to the month).

The membership holder is personally responsible for the behaviour of all event attendees, securing the Hub post booking, and health and safety during the event. The membership holder will be liable for any theft or damages to Sprout property. The kitchen is off bounds during your event, please do not use the facilities unless negotiated prior.

All other terms and conditions in this document apply to memberships.

### CANCELLATIONS

We understand that sometimes plans change.

If your booking or catering is cancelled with 30 days notice there is no charge.

If your booking is cancelled within 7 days you may be charged a 25% fee. If you have booked catering and it is cancelled within 7 days you may be charged a 50% fee, or within 72 hours you may be charged a 100% fee.

For recurring meetings and events, a minimum of 72 hours notice prior to the event start time is required.

If you have booked the space and do not use it another community group may be missing out, please be courteous and give us as much notice as possible if you think your event may not go ahead. Multiple cancellations without notice could result in termination of membership, or a temporary ban on using the space.

### **HOUSEKEEPING**

Please look after our space. It is for the community to enjoy. Return the space to its original set up post-event and place all trash and recyclables in designated bins.

Be careful using our equipment. Sprout Hub reserves the right to charge for repair or replacement of any equipment or furniture that is damaged or lost during the space hire.

Look after your personal belongings, Sprout Hub cannot be held responsible for personal belongings.

Do not leave belongings unattended at any time and remove all of them at the end of the event.

Give any unclaimed personal belongings to Sprout Hub for lost-and-found. Found items are kept for 14 days.

### **CODE OF CONDUCT**

Everyone at the Sprout Hub has the right to be treated with courtesy and respect.

Anyone engaging in any of the following behavior will not be welcome at Sprout: antisocial behaviour, theft and vandalism, any behavior that endangers the safety of any individual or group, discrimination in any form, including the use of inappropriate, discriminatory language, illegal drug taking, intoxication, photographing or filming without permission and/or not following the direction of Sprout Hub staff.

Hub Staff are responsible for the safe and proper operation of the Hub; their directions and instructions are to be followed at all times.

### **HEALTH AND SAFETY**

We want Sprout Hub to be safe for everyone involved. Do not remove or move furniture from Sprout Hub, use open flames or tamper with the building safety equipment, such as fire extinguishers, smoke detectors, light fixtures, and fuse boxes. Report any problems with equipment to Sprout Hub immediately.

### **PUBLIC LIABILITY**

When booking you will be required to provide a copy of your public liability insurance. If you are a small group and don't have it, Sprout may be able to cover you, however it is your responsibility to inform us and ask if this applies to you. Getting your own public liability insurance is recommended.

### **SMOKE FREE / ALCOHOL FREE**

We are a smoke and alcohol free environment, these activities are not allowed within Sprout

Hub or on grounds including the deck, garden and the sidewalk directly in front of the building it is your responsibility to see that alcoholic beverages are not consumed and that there is no smoking at your event.

### **FURNITURE AND EQUIPMENT**

Sprout Hub has chairs, benches, tables and other items that may be useful for your event. Please contact us at least 7 days prior to your event to ensure we have you covered. You must also let us know if you are planning to bring in your own upon booking.

### **PROMOTING YOUR EVENT**

You are solely responsible for the marketing of your event, but we like to help where we can. Please drop us a flyer for our community board, send us a story for our enews, post on our social pages, and tag in @sprouthubaurora when you talk about your event. You can also add your event to our web portal at [aurora.sprouthub.com.au](http://aurora.sprouthub.com.au) or share news on the blog page.

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for more details





**SPROUTHUB**  
AURORA

### **Sprout Hub Aurora**

Corner Craigieburn Rd East  
and Edgar Rd  
Wollert, VIC 3750

(Find us next to the  
playground and sales & info  
centre)

### **Connect**

Facebook: Sprout Hub Aurora  
Instagram: @sprouthubaurora

0401 588 477

[aurora@sprouthub.com.au](mailto:aurora@sprouthub.com.au)

### **Book**

Fill out an online form at  
[aurora.sprouthub.com.au](http://aurora.sprouthub.com.au)

Email us at  
[aurora@sprouthub.com.au](mailto:aurora@sprouthub.com.au)

Ask us about free hire for  
small community groups and  
not-for-profits!