

# 2018 Venue Hire Fees

Updated 10/10/17

1. Room(s) - Not for Profit, or Private (for profit, or individuals) hire? One-off (meetings, parties) or ongoing (classes)?
2. Amenity levy - up to three hours, or over? (Included in the party hire booking.) This covers things like electricity, gas.
3. Bond and key deposit - normally we take credit card details rather than cash
4. Public Liability Insurance - essential that the hirer either provides a current certificate for their own insurance, or pays for ours.

ROOMS			NFP ONE-OFF		NFP ON-GOING		PRIVATE ONE-OFF		PRIVATE ON-GOING	
			Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate
Preston	Hall - Whole Building (Front and Rear Halls + Kitchen + Annexe)		\$60	\$400	\$55	\$300	\$100	\$450	\$85	\$365
	Front OR Rear Hall		\$33	\$195	\$28	\$140	\$38	\$225	\$33	\$185
	Annexe		\$33	\$185	\$22	\$135	\$38	\$200	\$33	\$165
	Hall Kitchen		\$33	\$150	\$25	\$120	\$35	\$190	\$30	\$150
	Hall Kitchen + Rear Hall OR Hall Kitchen + Annexe		\$55	\$250	\$45	\$210	\$70	\$330	\$60	\$230
	Front Hall Office		\$22	\$115	\$15	\$85	\$27	\$130	\$20	\$100
	Ted Scott OR Bev Colvin Room		\$33	\$160	\$22	\$125	\$38	\$200	\$33	\$165
	Computer Lab (includes 20 computers, projector and printer)		\$60	\$180	\$40	\$150	\$65	\$320	\$60	\$280
	Party Booking – (Annexe + Rear Hall + Kitchen + Playground + Cleaning Levy) -This 4 hour block includes set up & pack away time; excludes PL Insurance		\$275							
Thornbury	Back Room		\$33	\$160	\$22	\$125	\$38	\$200	\$33	\$165
	Middle Room		\$22	\$115	\$15	\$85	\$27	\$130	\$20	\$100
	Front Room		\$33	\$160	\$22	\$125	\$38	\$200	\$33	\$165
	Whole House		-	\$330	-	\$285	-	\$400	-	\$350
	Children's Centre		\$45	\$160	\$32	\$125	\$55	\$280	\$55	\$250
	the Bridge Community Centre Hall -Leicester Grove		\$33	\$195	\$28	\$140	\$40	\$250	\$33	\$185
	the Bridge Community Centre Kitchen- Leicester Grove		\$33	\$150	\$25	\$120	\$35	\$190	\$30	\$150
	the Bridge Arts Hub- Leicester Grove		Prices available on Application							
	Party Booking – (Back Room + TNH Kitchen + Outdoor Play Space + Cleaning Levy) - This 4 hour block includes set up & pack away time; excludes PL Insurance		\$200							
OTHER ASSOCIATED COSTS			CITY OF DAREBIN PUBLIC LIABILITY INSURANCE							
Amenity Levy	\$15	Per booking up to 3 hrs	MEETINGS	Number of People		Rate per hour		Rate per 8 hours		
	\$40	For bookings over 3 hrs		Under 10		\$3.60		\$11.00		
Bond	\$400	Refundable at end of agreement		11 – 20		\$4.70		\$15.40		
Key Deposit	\$100	Refundable upon return (see conditions)		21 – 30		\$5.90		\$18.70		
One-Off PL Insurance		Rates Vary (see table)		FUNCTIONS	Number of People		Rate per day or part thereof			
Insurance Handling Fee	\$7	Casual Insurance one time only			21 – 30		\$39.10			
Air Conditioning	\$30	Per booking, up to 4 hrs for halls (only)	31 - 40		\$52.10					
	\$55	Full Day/8 hrs for halls (only)	41 - 50		\$65.10					
	\$25	If lights, air conditioners or heaters are left on	51 - 100		\$78.10					
	\$25	If furniture is not returned to relevant storage area.	101 - 500		\$104.10					
	\$30	If rubbish is not removed.	501 - 1000		\$156.30					
	\$30	If floors un-swept.	OTHER ITEMS AVAILABLE FOR HIRE - Available at PNH only							
	\$30	If kitchen left dirty and ovens un-cleaned.	Data Projector	\$50	Per booking (not available outside business hours)					
Overdue Invoices	\$20	Monthly for late payment of invoices.	Laptop Set OR iPad Set (12)	\$150	Per booking (not available outside business hours)					
Cancellation fee	\$50	If cancelled less than 7 days prior to event.	Crockery (setting of 60)	\$30	Per hire (\$2 charge per item for breakage)					
Tea, Coffee and Milk Kit for meetings	\$15	Per Session	Cutlery (setting of 60)	\$30	Per hire (\$2 charge per item for loss)					
			Coffee and Tea cups (60)	\$20	Per hire (\$2 charge per item for breakage)					
			Glasses (60)	\$20	Per Day					
			Oven Trays	\$10	Per Day					