

Amendment posted 16 September 2009

### General Conditions

hire of kitchen fee is \$25

### Booking Cancellation Policy

- \* More than 14 working days notice – 100% refund less the administration fee.
- \* Less than 14 working days from the event – the deposit will be forfeited
- \* A \$35 administration fee applies to all cancellations where a refund is issued
- \* A firm commitment must be accompanied with payment in full. After which no refund

Charges	Meetings*			
	Day Functions 0900 - 1800 Mon-Fri		Day Functions 0900 - 1800 Sat & Sun	
	<200 People	>200 People	<200 People	>200 People
Hall Hire Fee	\$100.00	\$150.00	\$200.00	\$250.00
Cleaning Fee	\$75.00	\$100.00	\$75.00	\$100.00
Total Fee	\$175.00	\$250.00	\$275.00	\$350.00
GST	\$17.50	\$25.00	\$27.50	\$35.00
Total Fee incl GST	\$192.50	\$275.00	\$302.50	\$385.00
Bond**	\$100.00	\$100.00	\$200.00	\$200.00
Minimum Deposit***	\$92.50	\$175.00	\$102.50	\$185.00
Total Deposit	\$192.50	\$275.00	\$302.50	\$385.00

- \* If Hiree does not have Public Liability Insurance, an additional \$50 surcharge applies
  - \*\* per Hire, multiple days only require one bond, does not include minimum deposit
  - \*\*\* 10% discount on Hall Hire Fee if Bond & Total Fee paid at least 10 days in advance
- An additional 10% discount on Hall Hire Fee available for Multiple Bookings

Charges	Meetings*			
	Night Functions 1800 - 2400 Mon-Fri		Night Functions 1800 - 2400 Sat & Sun	
	<200 People	>200 People	<200 People	>200 People
Hall Hire Fee	\$100.00	\$150.00	\$200.00	\$250.00
Cleaning Fee	\$75.00	\$100.00	\$75.00	\$100.00
Total Fee	\$175.00	\$250.00	\$275.00	\$350.00
GST	\$17.50	\$25.00	\$27.50	\$35.00
Total Fee incl GST	\$192.50	\$275.00	\$302.50	\$385.00
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- An additional 10% discount on Hall Hire Fee available for Multiple Bookings

Charges	Markets, Shows, Exhibitions, Displays, Lessons, etc.*			
	Day Functions 0900 - 1800 Mon-Fri		Day Functions 0900 - 1800 Sat & Sun	
	Single Day	Multiple day**	Single Day	Multiple day**
Hall Hire Fee	\$200.00	\$250.00	\$250.00	\$300.00
Cleaning Fee	\$110.00	\$110.00	\$110.00	\$110.00
Total Fee	\$310.00	\$360.00	\$360.00	\$410.00
GST	\$31.00	\$36.00	\$36.00	\$41.00
Total Fee incl GST	\$341.00	\$396.00	\$396.00	\$451.00
Bond***	\$300.00	\$300.00	\$300.00	\$300.00

Minimum Deposit****	\$150.00	\$200.00	\$200.00	\$250.00
Total Deposit	\$450.00	\$500.00	\$500.00	\$550.00

\* Hiree must have Public Liability Insurance

\*\* Multiple day is two or more consecutive days in which the hall may not be used for another purposes

\*\*\* per Hire, multiple days only require one bond, does not include minimum deposit

\*\*\*\* 10% discount on Hall Hire Fee if Bond & Total Fee paid at least 10 days in advance

An additional 10% discount on Hall Hire Fee available for Multiple Bookings

Charges	Markets, Shows, Exhibitions, Displays, Lessons, etc.*			
	Night Functions 1800 - 2400 Mon-Fri		Night Functions 1800 - 2400 Sat & Sun	
	Single Day	Multiple day**	Single Day	Multiple day**
Hall Hire Fee	\$250.00	\$300.00	\$300.00	\$350.00
Cleaning Fee	\$110.00	\$110.00	\$110.00	\$110.00
Total Fee	\$360.00	\$410.00	\$410.00	\$460.00
GST	\$36.00	\$41.00	\$41.00	\$46.00
Total Fee incl GST	\$396.00	\$451.00	\$451.00	\$506.00
Bond***	\$300.00	\$300.00	\$300.00	\$300.00
Minimum Deposit****	\$150.00	\$200.00	\$200.00	\$250.00
Total Deposit	\$450.00	\$500.00	\$500.00	\$550.00

\* Hiree must have Public Liability Insurance

\*\* Multiple day is two or more consecutive days in which the hall may not be used for another purposes

\*\*\* per Hire, multiple days only require one bond, does not include minimum deposit

\*\*\*\* 10% discount on Hall Hire Fee if Bond & Total Fee paid at least 10 days in advance

An additional 10% discount on Hall Hire Fee available for Multiple Bookings

Charges	Balls, Weddings, Birthday Parties (see below for 18th & 21st)			
	Day Functions 0900 - 1800 Mon - Sun		Night Functions 1800 -2400 Mon - Sun	
	<200 People	>200 People	<200 People	>200 People
Hall Hire Fee*	\$250.00	\$300.00	\$400.00	\$500.00
Cleaning Fee	\$110.00	\$110.00	\$160.00	\$160.00
Total Fee	\$360.00	\$410.00	\$560.00	\$660.00
GST	\$36.00	\$41.00	\$56.00	\$66.00
Total Fee incl GST	\$396.00	\$451.00	\$616.00	\$726.00
Bond**	\$250.00	\$250.00	\$300.00	\$300.00
Minimum Deposit	\$200.00	\$250.00	\$350.00	\$450.00
Total Deposit	\$450.00	\$500.00	\$650.00	\$750.00

\* If Hiree does not have Public Liability Insurance, an additional \$100 surcharge applies

\*\* 10% discount on Hall Hire Fee if Bond & Total Fee paid at least 10 days in advance

Charges	Parties, Disco, Dance, Bands, etc.*			
	Day Functions 0900 - 1800 Mon - Sun		Night Functions 1800 -2400 Mon - Sun	
	<200 People	>200 People	<200 People	>200 People
Hall Hire Fee	\$300.00	\$400.00	\$450.00	\$500.00
Cleaning Fee	\$110.00	\$160.00	\$160.00	\$160.00
Total Fee	\$410.00	\$560.00	\$610.00	\$660.00
GST	\$41.00	\$56.00	\$61.00	\$66.00
Total Fee incl GST	\$451.00	\$616.00	\$671.00	\$726.00
Bond	\$400.00	\$500.00	\$500.00	\$600.00
Minimum Deposit**	\$300.00	\$400.00	\$400.00	\$500.00
Total Deposit	\$700.00	\$900.00	\$900.00	\$1,100.00

\* Hiree must have Public Liability Insurance and is required to provide licensed security personnel

\*\* 10% discount on Hall Hire Fee if Bond & Total Fee paid at least 10 days in advance

Charges	18th & 21st Birthday Parties*			
	Day Functions 0900 - 1800 Mon - Sun		Night Functions 1800 - 2400 Mon - Sun	
	<200 People	>200 People	<200 People	>200 People
Hall Hire Fee**	\$300.00	\$400.00	\$500.00	\$600.00
Cleaning Fee	\$160.00	\$210.00	\$210.00	\$260.00
Total Fee	\$460.00	\$610.00	\$710.00	\$860.00
GST	\$46.00	\$61.00	\$71.00	\$86.00
Total Fee incl GST	\$506.00	\$671.00	\$781.00	\$946.00
Bond	\$500.00	\$500.00	\$600.00	\$700.00
Minimum Deposit***	\$300.00	\$400.00	\$400.00	\$500.00
Total Deposit	\$800.00	\$900.00	\$1,000.00	\$1,200.00

\* Hiree is required to provide licensed security personnel

\*\* If Hiree does not have Public Liability Insurance, an additional \$100 surcharge applies

\*\*\* 10% discount on Hall Hire Fee if Bond & Total Fee paid at least 10 days in advance

Charges	Hourly rate for Markets, Shows, Exhibitions, Displays, Lessons, etc.*			
	Day Functions 0900 - 1800 Mon-Thurs		Night Functions 1800 - 2400 Mon-Thurs	
	Single Booking	Multiple Booking	Single Booking	Multiple Booking
Hall Hire Fee	\$100.00	\$75.00	\$125.00	\$100.00
Cleaning Fee*	\$60.00	\$60.00	\$60.00	\$60.00
Total Fee	\$160.00	\$135.00	\$185.00	\$160.00
GST	\$16.00	\$13.50	\$18.50	\$16.00
Total Fee incl GST	\$176.00	\$148.50	\$203.50	\$176.00
Bond**	\$200.00	\$200.00	\$200.00	\$200.00
Minimum Deposit***	\$150.00	\$200.00	\$200.00	\$200.00
Total Deposit	\$350.00	\$400.00	\$400.00	\$400.00

\* If Hiree does not have Public Liability Insurance, an additional \$50 surcharge applies

\*\* Cleaning fee for hourly rate booking is a one time payment, not per hour

\*\*\* per Hire, multiple bookings only require one bond, does not include minimum deposit

\*\*\*\* 10% discount on Hall Hire Fee if Bond & Total Fee paid at least 10 days in advance

An additional 10% discount on Hall Hire Fee available for Multiple Bookings

Charges	Hourly rate for Board Room hire*			
	Day Functions 0900 - 1800 Mon-Sun		Night Functions 1800 - 2400 Mon-Sun	
	Single Booking	Multiple Booking	Single Booking	Multiple Booking
Hire Fee	\$50.00	\$40.00	\$100.00	\$75.00
Cleaning Fee**	\$60.00	\$60.00	\$60.00	\$60.00
Total Fee	\$110.00	\$100.00	\$160.00	\$135.00
GST	\$11.00	\$10.00	\$16.00	\$13.50
Total Fee incl GST	\$121.00	\$110.00	\$176.00	\$148.50
Bond***	\$100.00	\$100.00	\$100.00	\$100.00
Minimum Deposit****	\$150.00	\$150.00	\$150.00	\$150.00
Total Deposit	\$250.00	\$250.00	\$250.00	\$250.00

- \* If Hiree does not have Public Liability Insurance, an additional \$20 surcharge applies
  - \*\* Cleaning fee for hourly rate booking is a one time payment, not per hour
  - \*\*\* per Hire, multiple bookings only require one bond, does not include minimum deposit
  - \*\*\*\* 10% discount on Hall Hire Fee if Bond & Total Fee paid at least 10 days in advance
- An additional 10% discount on Hall Hire Fee available for Multiple Bookings