

Schedule of Payments

Tentative* bookings will be held for a period of 10 business days without payment. \$45 of the total hire fee per day/session (or the amount of the hire fee where less than \$45) represents a non-refundable booking deposit.

Bookings are confirmed upon the receipt of a non-refundable deposit of \$45 per day/session. Any remaining fees or bonds are required prior to the commencement of hire.

* If a third party wishes to book the same date the tentative booking will be given first option to confirm by deposit.

Cancellation Policy

Advice of cancellation in advance of the hire date is appreciated.

A non-refundable deposit of \$45 per day/session will be retained in the event of cancellation. Cancellations within 48 hours of the hire date (or no shows without notification) may result in the hirer forfeiting the entire hire fee.

BONDS & DEPOSITS

Non-refundable deposit (a component of the total hire fee)	\$45.00
Hire Bond (100% refundable providing hirer passes post event inspection. In the event of any damages or if the venue is not left in clean and tidy manner, cleaning or replacement fees may be deducted from this bond amount.)	\$500.00

PRIVATE BUSINESS (Individuals or groups)

ROOM	½ DAY HIRE (4 HOURS OF USE)	FULL DAY HIRE (8 HOURS OF USE)	HOURLY RATE
Auditorium	\$125.00	\$230.00	\$55.00
Joan Burke (Foyer)	\$55.00	\$90.00	\$30.00
Lyceum Room	\$55.00	\$90.00	\$30.00
Kitchen and Bar (includes cold room) – 4 hours minimum	\$45.00	\$70.00	N/A
Entire Complex	\$240.00	\$480.00	\$70.00

COMMUNITY GROUP or NON-GOVERNMENT NOT FOR PROFIT ORGANISATION

(50% reduction of the private business rates)

ROOM	½ DAY HIRE (4 HOURS OF USE)	FULL DAY HIRE (8 HOURS OF USE)	HOURLY RATE
Auditorium	\$57.50	\$110.00	\$17.50
Joan Burke (Foyer)	\$22.50	\$40.00	\$10.00
Lyceum Room	\$17.50	\$40.00	\$10.00
Kitchen and Bar (includes cold room) – 4 hours minimum	\$17.50	\$30.00	N/A
Entire Complex	\$120.00	\$240.00	\$30.00

OTHER RATES

DESCRIPTION	
Non-standard and ticketed events	Price on Application
Cleaning fee - whole of centre*	\$270.00
Recognised key stakeholder hire (Members of the Somerset Civic Centre Advisory Committee)	By reciprocal agreement
Charges for AV/sound technician, venue supervisor after hours charges, food, beverages, tablecloth, laundry, additional chairs, piano tuning and other matters	Price on Application

- * May be reduced depending on areas used.