

SCHEDULE OF CHARGES 2024/2025

PRIVATE AND COMMUNITY HIRE

FEES ARE CURRENT UP TO AND INCLUDING 30 JUNE 2025

Schedule of payments

Tentative* bookings will be held for a period of 10 business days without payment.

\$51 of the total hire fee per day/session (or the amount of the hire fee where less than \$51) represents a non-refundable booking deposit. Bookings are confirmed upon the receipt of a non-refundable deposit of \$51 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 required.

A non-refundable deposit of \$51 per day/session will be retained in the event of cancellation.

Cancellations within two business days of the hire date (or no shows without notification) may result in the hirer forfeiting the entire hire fee.

Bonds and deposits

Non-refundable deposit (a component of the total hire fee)	\$51.00
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.)	\$537.00

Venue Hire - Private Business

(Individuals or groups)

ROOM	½ DAY HIRE (4 HOURS OF USE)	FULL DAY HIRE (8 HOURS OF USE)	ADDITIONAL HOURLY RATE
Auditorium	\$142.00	\$262.00	\$63.00
Joan Burke (Foyer)	\$63.00	\$103.00	\$34.00
Lyceum Room	\$63.00	\$103.00	\$34.00
Kitchen and Bar (includes cold room) – 4 hours minimum	\$51.00	\$80.00	\$10.00
Entire Complex	\$283.00	\$547.00	\$80.00

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Venue Hire - Community Group or Not for Profit / Non-Government organizations

(50% reduction of the private business rates)

ROOM	½ DAY HIRE (4 HOURS OF USE)	FULL DAY HIRE (8 HOURS OF USE)	ADDITIONAL HOURLY RATE
Auditorium	\$66.00	\$125.00	\$20.00
Joan Burke (Foyer)	\$25.00	\$46.00	\$12.00
Lyceum Room	\$20.00	\$46.00	\$12.00
Kitchen and Bar (includes cold room) – 4 hours minimum	\$20.00	\$34.00	N/A
Entire Complex	\$137.00	\$273.00	\$34.00

After hours staffing

All bookings and events that fall outside business hours will require a venue supervisor to be present.

PRIVATE EVENTS - HOURLY RATE		PER HOUR	
Event staff can include: Venue Supervisor, hospitality, bar and security staff <i>Minimum 4 hours</i>	Monday to Friday	\$70.00	
	Saturday	\$76.00	
	Sunday	\$87.00	
	Public holidays	\$100.00	
COMMUNITY EVENTS - FLAT RATE		4 HOURS	8 HOURS
Event staff can include: Venue Supervisor, hospitality, bar and security staff <i>Minimum 4 hours</i>	Monday to Friday	\$21.00	\$42.00
	Saturday or Sunday	\$53.00	\$106.00

Other rates

DESCRIPTION	
Venue Set-up Fee	\$120.00
Cleaning fee - whole of centre*	\$307.00
Charges for AV/sound technician, food, beverages, tablecloth, laundry, additional chairs, piano tuning and other matters	By quotation
Recognized key stakeholder hire (Members of the Somerset Civic Centre Advisory Committee)	By agreement

*May be reduced depending on areas used.