



## Schedule C

### Para Hills Community Hub

### HIRE FEES AND CHARGES

**Please note that due to COVID-19, capacities of each room may change at the time of booking in line with State Government recommendations.**

Room hire	Size (in m2)	Capacity seated	Capacity presentation	Cost (per hour)
Meeting room 1	17	12	20	\$ 15.00
Meeting room 2	17	12	20	\$ 20.00
Meeting room 3		INTERNAL BOOKINGS ONLY – TOY LIBRARY		
Meeting room 4	12	10	20	\$ 20.00
Meeting room 5	12	10	20	\$ 20.00
Meeting room 6	20	16	30	\$ 35.00
Meeting room 7	27	16	30	\$ 35.00
Meeting room 8	27	25	40	\$ 35.00
Combined Meeting room 1 and 2	35	25	40	\$ 35.00
Combined Meeting room 4 and 5	24	20	40	\$ 35.00
Combined Meeting room 7 and 8	54	32	70	\$ 50.00
<b>Community Hall (Seniors Centre - includes use of kitchen)</b> <b>*Please note the Community Hall's availability is subject to COVID safe practice at the time of booking*</b> <ul style="list-style-type: none"> <li>• weekday hire between 9 am and 5pm</li> <li>• For weekend hire enquiries please contact the Centre</li> </ul>		80	120	\$ 30.00
<b>Function Room (includes bar servery)</b> <ul style="list-style-type: none"> <li>• Monday-Friday Rate (Per Hour) \$60.00</li> <li>• Monday-Friday Kitchen (Per Hour) \$90.00</li> <li>• Monday- Friday Full Day Rate \$360.00</li> <li>• Monday-Friday Full Day Rate Kitchen \$500.00</li> <li>• Friday – 5pm to 1am \$300.00</li> <li>• Friday 5pm to 1am Kitchen \$340.00</li> <li>• Saturday up to 5 hours (8am - 4pm) \$210.00</li> <li>• Saturday full day (8am - 4pm) \$360.00</li> <li>• Saturday 4pm - 1am \$450.00</li> <li>• Sunday up to 5 hours \$210.00</li> <li>• Sunday over 5 hours \$360.00</li> </ul>	150m2	80	112	

Foyer (display and small stand only)		N/A	N/A	\$ 15.00
Outdoor area adjacent to Community Hall (Senior's Centre)		30	N/A	\$ 20.00
Commercial Kitchen		N/A	N/A	\$ 40.00
Informal kitchen area adjacent to Community Hall (Senior's Centre)		10	N/A	\$ 20.00

<b>Catering</b>		
Catering – basic (coffee, tea, biscuits) per head		\$ 5.00
Coffee station – Coffee urn, coffee/saucer/side plates/teaspoon, milk, sugar, coffee, tea		
0-60 guests		\$ 150.00
61-120 guests		\$ 300.00
<b>General Services</b>		
Set up/pack down fee		\$ 100.00
Lectern hire (per hour)		\$ 25.00
<b>Refundable Bond Fees</b>		
Meeting Room Bond		\$0.00 - \$200.00
Community Hall Bond		\$200.00 - \$400.00
Function Room Bond – After Hours		\$250.00-\$500.00
Function Room Bond – High risk		\$500.00-\$1000.00
<b>Security (After Hours and Night Use)</b>		
Mon-Fri prior to 6pm		\$37.00 per hour + GST
Mon-Fri after 6pm		\$42.00 per hour + GST
Saturday		\$51.00 per hour + GST
Sunday		\$65.00 per hour + GST
Public Holidays – 4 hour minimum engagement		\$74.00 per hour + GST
<b>Penalties</b>		
Security Call Out Fee		\$38.50 (\$40.00 from 1 <sup>st</sup> July 2022)
Cancellation fee		
• In excess of 14 days prior to hire date		50% of hire fee
• Within 14 days of hire date		100% of hire fee
Cleaning fees (per person per hour) (minimum 3 hour booking)		\$ 45.00
Key/pass replacement fee		\$ 15.00
Smoking in building fine (per incident)		\$ 100.00