



Schedule C

Para Hills Community Hub

HIRE FEES AND CHARGES

Please note that due to COVID-19, capacities of each room have now been reduced in line with State Government recommendations.

Room hire	Capacity seated	Capacity presentation	Cost (per hour)
Meeting room 1	12	20	\$ 15.00
Meeting room 2	12	20	\$ 20.00
Meeting room 3	INTERNAL BOOKINGS ONLY – TOY LIBRARY		
Meeting room 4	10	20	\$ 20.00
Meeting room 5	10	20	\$ 20.00
Meeting room 6	16	30	\$ 35.00
Meeting room 7	16	30	\$ 35.00
Meeting room 8	25	40	\$ 35.00
Combined Meeting room 1 and 2	25	40	\$ 35.00
Combined Meeting room 4 and 5	20	40	\$ 35.00
Combined Meeting room 7 and 8	32	70	\$ 50.00
Community Hall (Seniors Centre -includes use of kitchen)	80	120	\$ 30.00
<ul style="list-style-type: none"> • weekday hire between 9 am and 5pm • For weekend hire enquiries please contact the Centre 			
Function Room (includes bar servery)	120	200	
<ul style="list-style-type: none"> • Monday – Thursday Rate (Per Hour) • Monday – Thursday with Kitchen (Per Hour) • Monday – Thursday Full Day Rate • Monday – Thursday Full Day Rate with Kitchen • Friday – 5pm to 1am • Saturday 9am to 12:30pm • Saturday 1pm to 1am • Sunday up to 5 hours • Sunday over 5 hours 			\$60.00 \$90.00 \$360.00 \$500.00 \$300.00 \$210.00 \$450.00 \$210.00 \$360
Foyer (display and small stand only)	N/A	N/A	\$ 15.00
Outdoor area adjacent to Community Hall	30	N/A	\$ 20.00
Commercial Kitchen	N/A	N/A	\$ 40.00
Informal kitchen area adjacent to Community Hall	10	N/A	\$ 20.00

Catering	
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
General Services	
Set up/pack down fee	\$ 100.00
Lectern hire (per hour)	\$ 25.00
Refundable Bond Fees	
Meeting Room Bond	\$0.00 - \$200.00
Community Hall Bond	\$200.00 - \$400.00
Function Room Bond – Standard	\$ 1000.00
Function Room Bond – High risk	\$ 1500.00 – \$2000.00
Penalties	
After hours and night use security call out fee	\$ 50.00
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	\$ 100.00
Smoking in building fine (per incident)	\$ 100.00