

Community Rooms Hire Guide – Fees and Charges 2021-2022

Community rooms at the Seabrook Community Centre, including the cottage may be hired on a regular or casual basis for groups conducting meetings, programs or activities.

Hire rates for *Regular Bookings* include promotion on the centre website, in the centre foyer and in the centre brochure.

Groups who hold a regular weekly, fortnightly or monthly booking are charged accordingly and are assumed have minimal cancellations/changes to be classified as a regular booking.

It is the responsibility of regular hirers to supply promotional material such as posters, fliers or a short blurb to use for promotion.

Groups or individuals who wish to hire on a *Casual, Occasional or intermittent basis* may be charged casual rates if bookings are not consistent.

Casual hirers are billed and payment is required prior to the event. Regular hire billing may be monthly, per term or half yearly depending upon frequency of booking.

Room	Seating Capacity	NFP Hourly (incl GST)	Regular Hourly (incl GST)	Casual Hourly (incl GST)	Corporate Hourly (incl GST)
Multipurpose 1 or 2 (with kitchen access)	40 people theatre style 24 people seated at tables	\$12.00	\$25.80	\$27.00	\$35.50
Multipurpose Room 1 and 2 (with kitchen access)	80 people theatre style 48 people seated at tables	\$21.00	\$32.00	\$51.50	\$57.00
Consulting Room	4-6 people meeting style for consultations and appointments	\$11.00	\$22.00	\$28.00	\$37.10
Cottage Separate from main building	16 people theatre style 10 people meeting style	\$11.00	\$17.50	\$24.00	\$29.10

The use of trestle tables, chairs and kitchen is included in all hire charges.

Changes to or additional bookings by a regular group may attract the casual rate.

Corporate Groups are closed events/activities booked by a business that is conducting business related activities where they are not open to the community and/or as a profit making venture.

PAYMENT and BOND

Regular hire invoices are issued via Hobsons Bay City council finance department according to frequency of the booking period and are expected to be paid promptly.

Outstanding fees may affect the availability of the next booking period.

New rates apply for new regular and all casual bookings taken from 1 July 2021 onwards

Casual and new bookings will be invoiced by the centre directly and are required to be paid prior to the booking date via cash or credit card at the centre or over the phone.

Bond Charges: Community Room/s \$300.00 Cottage \$200.00

INSURANCE CHARGES

Compulsory public liability is charged for all casual hirers.

It is a responsibility of regular hirers to provide a valid certificate of currency at the time of booking and when renewed.

Insurance charge: \$35.50 (inc. gst) per day or part thereof.

RUBISH REMOVAL

We encourage you to recycle at home and all rubbish is required to be removed from the centre following your casual hire event if out of regular centre operating hours.

OTHER CHARGES

Non-return of leads and jacks associated with use of AV equipment	At cost
Fire Brigade Callout –as billed by MFB	At cost
Annual Storage – by application only if available	\$230.00
Cleaning -if venue not left clean and tidy after group or event	\$150.00
Security call-out charge –if external door unlocked or centre not alarmed	\$150.00
Lost swipe card	\$ 50.00
Furniture/equipment/storage charge-if not returned/stored correctly	\$ 60.00
Centre left unlocked (front or rear) or un- alarmed	\$150.00
Rubbish/equipment left at the centre	\$ 100.00
Using centre outside agreed hired hours –per hour	\$ 60.00
Operating onsite outside approved operating times (before or after)-per hour	\$120.00

Please note:

All hire is subject to 'Conditions of Hire and Use' and regular hire annual agreements.

If you are onsite after the Centre's approved operating hours, the alarm may be activated triggering security staff call out. This will incur significant charges as indicated above for both 'onsite after approved operating times' and 'alarm activation'.

A 15 minute before and after booked hours setup and cleanup time is allowed for hire periods.

All setting up and cleaning is the responsibility of the hirer and hire times must include set up and clean up time (beyond the allowed 15 minute setup/cleanup time).

No set up, pack up or cleaning by the centre staff is included in the hire charges.

To prevent additional charges being incurred, the venue must be returned to the original state after use, including cleaning and return of all furniture correctly to storage areas.