




## FEES AND CHARGES 2023/24

### CAPACITY

STYLE	CABARET	BOARDROOM	THEATRE
Seating Set-Up			
Activity Room	16	18	20
Freeman Room	30	40	60
Lower Hall	200	200	250
Upper Hall	300	300	425

### DEFINITIONS OF ORGANISATIONS

- *Commercial*: Commercial organisations, business or society.
- *Community (fee for service)*: Community based organisation and/or organisation charging fee for service or tickets. For example, non-profit associations and/or service or ticketed events for sport, educational institutions events.
- *Community (non-profit)*: Community based service organisations entirely conducting a non-profit event, e.g. church, service club, government, educational institutions; or private functions as weddings, parties etc. where no fee for service or ticket event exists.
- *Lifestyle Classes and Programs*: These include health and wellbeing classes, education sessions, etc.
- *Seniors*: Event or function aimed at people aged 50+.

### PRICES

FACILITY	ACTIVITY ROOM	FREEMAN ROOM	LOWER HALL	UPPER HALL
Commercial	\$97.00 per day	\$ 143.00 per day	\$ 930.00 per day	\$ 2,000.00 per day
Hourly Rate	\$ 22.00	\$ 32.00	\$128.00	\$275.00
Community (fee for service)	-	-	\$ 534.00 per day	\$ 908.00 per day
Hourly Rate	-	-	\$ 73.00	\$124.00
Community (non-profit)	\$ 65.00 per day	\$ 97.00 per day	\$ 433.00 per day	\$ 740.00 per day
Hourly Rate	\$ 12.00	\$ 15.00	\$ 59.00	\$ 100.00
Lifestyle Classes	-	-	-	-
Hourly Rate	\$ 15.00	\$ 22.00	\$93.00	\$ 135.00
Seniors	\$ 31.00 per day	\$ 31.00 per day	\$ 95.00 per day	\$ 156.00 per day
Hourly Rate	-	-	-	-

*Please Note: Set-up and clean-up days (if required) - \$240.00 per day.*

## BONDS

Bonds will be reimbursed after the post-event inspection. Any damage to the property or equipment will be deducted from the bond.

	COST
Working hours function subject to invoiced cost recovery	Cost Recovery
Meeting Room/Patio out of hours – <b>NO</b> alcohol	\$ 500.00
Upper and Lower Halls out of hours – <b>NO</b> alcohol	\$ 1,000.00
Meeting Room/Patio out of hours – <b>WITH</b> alcohol	\$1,000.00
Upper and Lower Halls out of hours – <b>WITH</b> alcohol	\$2,000.00
Setup and cleaning access to rooms	Cost Recovery

## CANCELLATIONS AND ADJUSTMENTS

If you elect to cancel or change the date of your booking, you will be charged a cancellation fee. The cancellation fee is a proportion of your total hire fees and charges for your booking, with the proportion determined by how many days' prior notice of cancellation you provide to the City of Greater Geraldton. Your cancellation fee will be calculated as set out as the following:

- Cancellation or adjustment made within 14-30 days of an event incur a charge of 20% of the hire fee.
- Cancellation or adjustment made within 7-14 days of an event incur a charge of 50% of the hire fee.
- Cancellation or adjustment made within 7 days of an event incur a charge of 100% of the hire fee.

## FACILITIES INCLUDED

FACILITY	ACTIVITY ROOM	FREEMAN ROOM	LOWER HALL	UPPER HALL
Reverse air-conditioning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ceiling Fans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Alfresco	-	-	-	<input checked="" type="checkbox"/>
Stage Area	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Table and Chairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Crockery/Cutlery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Glassware	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dance Floor	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sound Equipment	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Microphone	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lectern	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Whiteboard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Commercial Kitchen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Car Parking (weekends)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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*Please Note: Kitchen use is subject to availability*

## EXTRA COSTS

Below are the facilities, equipment and services which are NOT included in the hire fee and are charged at the stated rate per function including GST. Where the centre does not provide a service the hirer may arrange an external supplier at their own cost.

	COST
On-site Security	Hirer
Linen	Hirer
Projector and Screen	\$150.00
Set-up and break-down of the event	Hirer
Cleaning after the event	Hirer
Main Kitchen use – only if hall is not booked (commercial)	\$238.00
Main Kitchen use – only if hall is not booked (non-profit)	\$ 97.00

## POST EVENT CHARGES

It's the hirer's responsibility to ensure that all equipment used is returned to the correct storage areas and any utilities are switched OFF. Should the hirer fail to comply with terms and conditions the following charges will apply;

	COST
Equipment relocation	\$49.00 <i>Min. 1 hour</i>
Air-Conditioning	\$29.00 <i>Per unit per day</i>
Lights	\$37.50 <i>Per day</i>
Fans	\$15.00 <i>Per day</i>
Security call outs and staff call outs	Cost Recovery
Staff call outs	Cost Recovery
Lost key fee	\$100.00

## YOUR RESPONSIBILITIES

- The hirer is fully responsible for the setting up and breaking down of their event, this includes tables, chairs, decorations, crockery/cutlery, etc.
- The hirer is fully responsible for ensuring all glassware, crockery and cutlery used from the centre is washed and put away in the storage area.
- Rubbish is to be disposed of in the waste disposal compounds and floors are to be swept and spillages mopped up.
- If centre hire conditions are not adhered to a cleaning/removal fee will be incurred and deducted from the bond.
- All suppliers of the hirer are to remove equipment from the venue immediately after the event, unless prior arrangement have been made with the booking officer.
- For **weekend events** the hirer must ensure the venue is cleared by Sunday 5:00pm.

- For **weekday events** held out of business hours (8:00am to 4:30pm) the hirer must ensure the venue is cleared by midnight the same day. For weekday events held within business hours the hirer must ensure the venue is cleared within a 1 hour after the event.
- The hirer is responsible for the event or function and indemnifies the City in the case if an incident occurring.
- Proof of hirers insurance as detailed in the terms and conditions must be provided.

## **ACCESSIBILITY REQUIREMENTS**

- Font must of 12 point size
- Use a plain sans serif fonts (e.g. Arial – from Corporate Style Guide)

## **SAMPLE ADDRESS INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_