

CASUAL VENUE HIRE FOR NOT FOR PROFIT ORGANISATIONS

		Hourly Rate	* Daily Rate (For bookings over 5 hours)
CHURCH/ HALL 220 High St, Preston			
Whole Building + Kitchen		\$40	\$150
Whole Building Excluding Kitchen		\$35	\$130
Front Hall		\$15	\$70
Rear Hall		\$15	\$70
Annexe		\$15	\$70
Kitchen		\$20	\$75
Kitchen & Rear Hall OR Annexe		\$30	\$120
Meeting Room	Min \$10	\$6	\$30
NEIGHBOURHOOD HOUSE 218 High St, Preston			
Room 5/6		\$15	\$70
Room 2/3		\$15	\$70
Computer Lab		\$30	\$150
Staff Room	Min \$10	\$6	\$30
Access Room + Computers		\$25	\$90
OTHER ASSOCIATED COSTS			
	\$10	Per booking up to 3 hrs	
Cleaning Levy	\$25	For bookings over 3 hrs	
Bond	\$150	Refundable at end of agreement (see conditions)	
Key Deposit	\$100	Refundable upon return (see conditions)	
Insurance Handling Fee	\$7	Casual insurance can be accessed one time only whilst Hirer is obtaining their own Insurance	
One-Off Public Liability Insurance		Rates vary according to number of participants in the activity (enquire on booking)	
TV, Video, O/H Projector	\$5	Per booking	
Data Projector	\$25	Per booking	
Air Conditioning	\$10ph	By Negotiation @ \$10 per hour	
	\$20	If lights and/or heaters are left on	
	\$20	If furniture is not returned to relevant storage	
	\$30	If rubbish is not removed.	
	\$30	If floors unswept	
Sundry Expenses	\$30	If kitchen left dirty and ovens uncleaned.	
Late Payment of Invoices	\$20	Monthly for late payment of invoices.	