

## ON-GOING VENUE HIRE FOR NON-PROFIT ORGANISATION

		Hourly Rate	* Daily Rate (For bookings over 5 hours)
<b>CHURCH/ HALL 220 High St, Preston</b>			
Whole Building Including Kitchen		\$35	\$140
Whole Building Excluding Kitchen		\$30	\$125
Front Hall		\$13.50	\$60
Rear Hall		\$13.50	\$60
Annexe		\$13.50	\$60
Kitchen		\$15	\$60
Kitchen & Rear Hall OR Annexe		\$25	\$100
Meeting Room	Minimum \$10 fee	\$5	\$25
<b>NEIGHBOURHOOD HOUSE 218 High St, Preston</b>			
Room 5/6		\$13.50	\$60
Room 2/3, Room 4		\$13.50	\$60
Computer Lab		\$25	\$120
Staff Room	Minimum \$10 fee	\$5	\$25
Access Room + Computers		\$15	\$70
<b>OTHER ASSOCIATED COSTS</b>			
	\$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.	