Bendigo East Hall Management

Contact details for bookings and enquiries:
Bendigo Autistic Advocacy and Support Service

Email: info@bendigoautisticadvocacy.com.au

Mobile – Hall Management only- (texts & urgent calls) 0487 651 804 **Currently out of service**

HIRE RATES

Hire rates are effective as of July 1st 2018.

Hall Management is committed to fair and equitable processes and will always act with integrity.

We value our community members and those hiring and accessing these facilities.

Hire fees are to be paid monthly in advance unless otherwise negotiated per Hire Agreement Form.

Please ensure your booking times include preparation and clean-up time, ***strictly no access to the hall out of hire hours, unless specifically negotiated with Hall Management.***

Please note that some circumstances/considerations may involve altered hire rates.
Please contact us to negotiate in cases of varied circumstances.

1. Fee Guide, regular use

Regular use =

- Bookings weekly/fortnightly booked for 3 months minimum
- Monthly hire (minimum 1hr/booking) booked for 6 months+
- Regular bookings of 1 hour+ per event/activity (minimum every second month) booked for 6mths+

Booking frequency	Minimum hours/booking	Minimum Duration
Weekly / fortnightly	1 hour	3 months
Monthly	1 hour	6 months
Every second month minimum	1 hour	6 months

Key deposit $50; refunded when returning key/s if no monies owed.

Fee payment due by the 5th of each month, unless otherwise negotiated**.**

Regular Use Hire Rates

Hourly rates:

- $10/hr NFP / community groups and individuals
- $15-$20/hr all others (as negotiated and dependent on various factors including but not limited to: Admin time and amount required, additional costs associated with hire etc)

Additional hours:

- Applicable regular hourly rate applies
  - Must be booked one month in advance to apply
- $20/hr if less than one month notice

Full day hire-

- Capped at $75.00
  - Bookings 5 hours+ between 8am – 6pm, as available

Events

- $20/hr
- Deposit required at time of booking- 50% of total event hire cost (See Hire Agreement for further details)

Casual Use Hire Rates

- $20/hr (excluding Meeting/Supper Room)
- Deposit required at time of booking- 50% of total event hire cost
- Bond $250.00 (See Hire Agreement for further details)

2. Storage hire

Storage is available for ongoing bookings. Fees may vary dependent on relevant factors.

- Shared storeroom. Please label all items stored in shared storeroom
- Kitchen. Some kitchen complimentary storage is available for long term bookings (limited locked space)
  - Kitchen refrigerator/freezer is emptied weekly of any unlabelled or expired contents. Please label anything stored in the fridge/freezer

➢ Shared storage room $3/week
➢ Lockers $5/week (pending sourcing and installation)

3. Fee payment

- Please transfer or deposit fees to bank account provided
- Payment to be made minimum one month in advance or as otherwise negotiated on Hire Agreement
- Please use 'hall' and your group's name as reference for payments
- ***Please email confirmation of payment***, including date, period of hire, amount paid