



BOX HILL COMMUNITY ARTS CENTRE

Venue Hire Rates 2018

Box Hill Community Arts Centre

470 Station Street

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Venue Hire Rates and Application for Hire

1. Venue Hire Rates – Casual Hirer Rates

Centre Management reserves the right to review fees and charges, to have discretionary powers over access and to set any special conditions it deems appropriate provided they fit within the aims and objectives of the BHCAC.

Casual Hourly Rates – (Weekdays)

ROOM REQUIRED	STANDARD RATE Per hour (Incl. GST)
The Arbour (Multi-purpose Hall) <i>Seating for 150-175 / Dimensions 11.5 x 12.5m</i> <i>Casual Arts Performance/ Workshop</i> <i>Corporate/ Casual Function</i>	\$73.00 \$90.00
The Lounge / Kitchen <i>Seating for 40 / Dimensions 7.5 x 8.5m</i>	\$70.00
Drycraft Studio (East or West) <i>Seating for 30 / Dimensions 8 x 7m</i>	\$59.50
Drycraft Studio (East & West) <i>Seating for 50-60 / Dimensions 16 x 7m</i>	\$85.00
Meeting Room <i>Seating for 20 / Dimensions 7.5 x 4m</i>	\$36.50

Public Liability Insurance: If you/your group do not possess such insurance an extra charge of \$15 per session will apply to be covered under Whitehorse City Council's Hirers Policy.

A 50% surcharge may be required, in addition to normal payment, for bookings that begin before 9am and end after 10pm weekdays.

2. Venue Hire Rates – Function Rates & Equipment Hire Rates

Function Rates – (Friday Evenings, Sat & Sun)

ROOM REQUIRED	STANDARD RATE (including GST)
The Arbour (Multi-purpose Hall) <i>Seating for 150-175 / Dimensions 11.5 x 12.5m</i>	\$585.00
The Lounge / Kitchen In addition to arbour hire <i>Seating for 40 / Dimensions 7.5 x 8.5m</i>	\$165.00
The Lounge / Kitchen <i>Seating for 40 / Dimensions 7.5 x 8.5m</i>	\$405.00
Drycraft Studio (East or West) <i>Seating for 30 / Dimensions 8 x 7m</i>	\$300.00
Drycraft Studio (East & West) <i>Seating for 50-60 / Dimensions 16 x 7m</i>	\$485.00

These rates apply to functions between 5pm Fridays and 11.30pm Sundays.

Time booked in excess of 6 hours will attract the applicable hourly casual rate in addition to the function rate.

All bookings finishing after 7pm on weekends will incur a \$57.00 surcharge.

As BHCAC is situated in a residential neighbourhood, all loud noise must cease at 10pm and bookings are required to end at 11.30pm.

Public Liability Insurance: If you/your group do not possess such insurance an extra charge of \$15 per session will apply to be covered under the Whitehorse City Council Hirers Policy.

Equipment Hire Rates

EQUIPMENT ITEM	PRICE
Portable PA (includes microphone, CD player and auxiliary input)	\$35
TV/DVD Player	\$23
Data Projector/Laptop/Screen	\$35
Portable Projector Screen	\$15
Whiteboard	Free of charge
Barbeque	\$35
Tea & Coffee (per cup)	\$2.50
Professional Audio/Lighting (Arbour Hall)	POA

3. Venue Hire Rates – Regular Hirer Rates

Regular Hourly Rates

ROOM REQUIRED	STANDARD RATE Per hour (Incl. GST)
The Arbour (Multi-purpose Hall) <i>Seating for 150-175 / Dimensions 11.5 x 12.5m</i>	\$48.70
The Lounge / Kitchen <i>Seating for 40 / Dimensions 7.5 x 8.5m</i>	\$40.00
Drycraft Studio (East or West) <i>Seating for 30 / Dimensions 8 x 7m</i>	\$27.50
Drycraft Studio (East & West) <i>Seating for 50-60 / Dimensions 16 x 7m</i>	\$55.00
Meeting Room <i>Seating for 20 / Dimensions 7.5 x 4m</i>	\$28.50
Wetcraft Studio <i>Seating for 24</i>	\$48.70

A regular hirer is classified as such if they hire BHCAC more than six (6) times per year.

A 50% surcharge may be required, in addition to normal payment, for bookings that begin before 9am and end after 10pm weekdays.

All bookings finishing after 7pm on weekends will incur a \$57.00 surcharge (not covered by City of Whitehorse Discount Support).

Advanced payment of the first four bookings is required for all NEW regular bookings.

All Regular Hirers must possess Public Liability Insurance (with a minimum of \$10,000,000 coverage).