

## Schedule of Fees - Venue Hire 2011/2012 Standard, Schools & Registered Not for Profit Rates

<b>Kingston Arts Centre</b>										
Room	Weekday Hourly Rates Monday to Friday (Minimum hire 3 hours)			Weekend Hourly Rates Saturday to Sunday (Minimum hire 3 hours)			Capacities			
	Standard	Schools	Registered Not for Profit	Standard	Schools	Registered Not for Profit	Theatre Style	Conference U-Shape	Classroom Style	
<b>Chamber</b>	\$57	\$35	\$35	\$84	\$84	\$51	N/A	24	N/A	
<b>Theatre</b>	\$75	\$46	\$46	\$95	\$95	\$63	94	N/A	N/A	
<b>Kingston City Hall – Function Room</b>										
Room <i>Meeting / Training / Conference / Classroom</i>	Weekday Hourly Rates Monday to Friday (Minimum hire 3 hours)			Weekend Hourly Rates Saturday to Sunday (Minimum hire 3 hours)			Capacities			
	Standard	Schools	Registered Not for Profit	Standard	Schools	Registered Not for Profit	Theatre Style	Conference U-shape	Classroom Style	Round Table
<b>Function Room A</b>	\$57	\$35	\$35	\$84	\$84	\$51	54	24	24	24
<b>Function Room B</b>	\$57	\$35	\$35	\$84	\$84	\$51	70	30	36	36
<b>Function Room A &amp; B</b>	\$102	\$62	\$62	\$133	\$133	\$78	120	48	72	72

**Booking Deposit:**

A 20% deposit of the hire fee quoted must be received within 7 days of the tentative booking being made. If total hire fees are less than \$100, the full hire fee will be payable in advance.

**Balance of Payment:** Invoiced and payable within 14 days from the event date.

Rates do not apply to Public Holidays or NYE. All rates inclusive of GST.

## Kingston City Hall – Grand Hall & Banquet Room

Room <i>Dinner / Dinner Dance / Performance / Production</i>	Monday to Thursday		Friday to Sunday		Capacities		
	8 hour day	13 hour day/night	8 hour day	13 hour day/night	Round Table	Theatre Style	Dinner / Dinner Dance
<b>Banquet Room – up to 100</b>							
<i>Standard</i>	\$371	\$545	\$545	\$720	100	100	100
<i>Schools</i>	\$222	\$327	\$545	\$720			
<i>Registered Not for Profit</i>	\$74	\$109	\$109	\$144			
<b>Banquet Room – up to 200</b>							
<i>Standard</i>	\$529	\$705	\$705	\$880	200	200	200
<i>Schools</i>	\$316	\$422	\$705	\$880			
<i>Registered Not for Profit</i>	\$106	\$141	\$141	\$176			
	8 hour day	13 hour day/night	8 hour day	13 hour day/night	Dinner/ Dinner Dance		Theatre Style
<b>Grand Hall – up to 400</b>							
<i>Standard</i>	\$1027	\$1613	\$1843	\$2381	400	400	400
<i>Schools</i>	\$615	\$967	\$1843	\$2381			
<i>Registered Not for Profit</i>	\$205	\$323	\$369	\$476			
<b>Grand Hall &amp; Banquet Room - up to 800</b>							
<i>Standard</i>	\$1420	\$1999	\$2601	\$3162	800	800	800
<i>Schools</i>	\$851	\$1197	\$2601	\$3162			
<i>Registered Not for Profit</i>	\$284	\$400	\$520	\$632			
<b>Grand Hall &amp; Banquet Room - up to 1000</b>							
<i>Standard</i>	\$1561	\$2841	\$3070	\$3628	800	1000	1000
<i>Schools</i>	\$936	\$1704	\$3070	\$3628			
<i>Registered Not for Profit</i>	\$312	\$568	\$614	\$726			

*Rates do not apply to Public Holidays or NYE. All rates inclusive of GST.*

## Kingston City Hall – Grand Hall & Banquet Room

Room Tradeshows / Exhibitions / Markets / Sales Events	Monday to Thursday		Friday to Sunday		Capacities
	8 hour day	13 hour day/night	8 hour day	13 hour day/night	
<b>Banquet Room</b>					Dependant on number of Stalls
Standard	\$862	\$874	\$918	\$1065	
Schools	\$497	\$507	\$918	\$1065	
Registered Not for Profit	\$172	\$175	\$184	\$213	
<b>Grand Hall</b>					Dependant on number of Stalls
Standard	\$1639	\$1671	\$1759	\$2037	
Schools	\$984	\$1002	\$1759	\$2037	
Registered Not for Profit	\$328	\$334	\$352	\$407	
<b>Grand Hall &amp; Banquet Room</b>					Dependant on number of Stalls
Standard	\$2873	\$2917	\$3060	\$3606	
Schools	\$1724	\$1750	\$3060	\$3606	
Registered Not for Profit	\$575	\$583	\$612	\$721	

### **Booking Deposit:**

A 20% deposit of the hire fee quoted must be received within 7 days of the tentative booking being made. For Registered Not for Profit bookings in the Grand Hall and/or Banquet Room, the full Venue Hire amount must be paid within 7 days of the tentative booking being made. If the booking deposit/payment and completed application are not received by this date, the tentative booking will be removed from the system to allow access to other hirers.

**Catering Deposit:** For large catered events using Kingston City Hall caterer, a \$1,000 deposit is required upon application and payable with the Tentative booking deposit.

**Balance of Payment:** Balance of venue hire, catering and all associated equipment and services, will be invoiced and payable one month prior to the event date. If the balance is not paid by this date, the event will be cancelled.

Rates do not apply to Public Holidays or NYE. All rates inclusive of GST.

**\*\*NOTE\*\*:** Only Registered Not-for-Profit Groups may be able to apply for Not-for-Profit rates.  
**Venue Hire Fees include** room set-up, provision of tables and chairs (to required floor plan), 1 event supervisor/hall keeper to provide access to the venue, allocate signage and lock up the venue at vacate time as booked.  
**Venue Hire Fees do not include** additional event services, equipment, staff, insurance or damage bond.  
**15% surcharge applies to Public Holidays**  
**Rates do not apply to Public Holidays or New Years Eve**