

Schedule of Fees - Venue Hire 2020/2021 Standard, Schools & Registered Not for Profit Rates

Kingston Arts Centre – Chamber & Theatre										
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	
Chamber	\$75	\$45	\$45	\$105	\$105	\$65	N/A	24	N/A	N/A
Theatre	\$93	\$58	\$56	\$117	\$117	\$80	94	N/A	N/A	N/A
Kingston City Hall – Function Room/s										
Room Meeting / Training Conference/Classroom	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
Function Room A	\$75	\$45	\$45	\$105	\$105	\$65	54	24	24	24
Function Room B	\$75	\$45	\$45	\$105	\$105	\$65	70	30	36	36
Function Room A & B	\$126	\$76	\$76	\$165	\$165	\$97	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 Dinner / Dinner Dance / Performance / Production	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
Banquet Room – up to 100							
Standard	\$459	\$650	\$670	\$886	100	100	100
Schools	\$274	\$403	\$670	\$886			
Registered Not for Profit	\$93	\$135	\$131	\$175			
Banquet Room – up to 200							
Standard	\$651	\$868	\$868	\$1084	200	200	200
Schools	\$389	\$520	\$868	\$1084			
Registered Not for Profit	\$132	\$175	\$170	\$217			
	8 hour day	13 hour day/night	8 hour day	13 hour day/night	Dinner/ Dinner Dance		Theatre Style
Grand Hall – up to 400							
Standard	\$1339	\$2060	\$2400	\$3100	400		400
Schools	\$803	\$1294	\$2267	\$2928			
Registered Not for Profit	\$253	\$398	\$443	\$586			
Grand Hall & Banquet Room - up to 800							
Standard	\$1854	\$2461	\$3201	\$3890	800		800
Schools	\$1049	\$1560	\$3201	\$3890			
Registered Not for Profit	\$361	\$494	\$620	\$779			
Grand Hall & Banquet Room - up to 1000							
Standard	\$1923	\$3293	\$3777	\$4464	800		1000
Schools	\$1153	\$2159	\$3777	\$4464			
Registered Not for Profit	\$385	\$699	\$734	\$894			

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/ Sale Events	Monday to Thursday		Friday to Sunday		Capacities
	8 hour day	13 hour day/night	8 hour day	13 hour day/night	
Banquet Room					Dependant on number of Stalls
Standard	\$1060	\$1075	\$1130	\$1310	
Schools	\$612	\$624	\$1130	\$1310	
Registered Not for Profit	\$212	\$216	\$227	\$262	
Grand Hall					Dependant on number of Stalls
Standard	\$2163	\$2055	\$2266	\$2678	
Schools	\$1209	\$1235	\$2163	\$2506	
Registered Not for Profit	\$404	\$412	\$434	\$490	
Grand Hall & Banquet Room					Dependant on number of Stalls
Standard	\$3534	\$3591	\$3645	\$4436	
Schools	\$2122	\$2155	\$3645	\$4436	
Registered Not for Profit	\$707	\$718	\$752	\$888	

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.

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