



VENUE FEES & HIRE CHARGES – ENQUIRY FORM

Effective 1 July 2020 to 30 June 2021. Prices include GST.

VENUE HIRE - NON-PERFORMANCE

What is your proposed date?	Day/s:	Date/s:
What is the name of your Event/Conference?		

PRIMARY SPACES	3 hours	6 hours	Full day
Auditorium**	<input type="checkbox"/> \$450	<input type="checkbox"/> \$880	<input type="checkbox"/> \$1,195
Function Room (includes kitchen)	<input type="checkbox"/> \$325	<input type="checkbox"/> \$680	<input type="checkbox"/> \$900
Ted Kenna VC Room*	<input type="checkbox"/> \$135	<input type="checkbox"/> \$270	<input type="checkbox"/> \$405

* If access to the Ted Kenna VC Room is required outside of 8am to 5pm, a duty officer is required. See Staff Costs below.

** Includes duty technician for 3 hours. See staff costs below for any additional hours.

ADDITIONAL SPACES - per DAY (Only available in conjunction with hire of spaces listed above.)					
Front Foyer	<input type="checkbox"/> \$125	Front Foyer + Cafe	<input type="checkbox"/> \$250	Upper Foyer	<input type="checkbox"/> \$125
Forecourt	<input type="checkbox"/> \$125	Ted Kenna VC Room	<input type="checkbox"/> \$125	Stage area (non-auditorium)	<input type="checkbox"/> \$125

ADDITIONAL CHARGES	
Public liability insurance	<input type="checkbox"/> \$50 + excess
Extraordinary duties (Duties required outside of setting up tables, chairs, tea and coffee stations.)	<input type="checkbox"/> \$49 per hour^
Functions that exceed standard access time of 8am to 1am*	<input type="checkbox"/> \$125 per hour
Breakages including glasses and crockery	At cost
Extra cleaning (if deemed necessary by management)	<input type="checkbox"/> \$49 per hour^

* Live music must cease at 12am in accordance with our commercial noise policy (outlined in our hire agreement).

^STAFF COSTS (Per hour up to 8 hours, then \$98/hr after 9pm, after 8 hours, on Sundays and public holidays.)	
Technician / Box Office / FOH Staff / Duty Officer	<input type="checkbox"/> \$49 per hour^

Signed for and on behalf of:

Name:

Date:

Contact Name:

Signature:

Email:

Phone:

Please fill in as appropriate, download and email to info@hamiltonpac.com.au. The venue will contact you to advise the availability of your selected date/s within 2 business days. Not For Profit? - Contact the venue for fees & charges.

See next page for minimum venue staffing and conditions of booking



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CONDITIONS OF BOOKING

- For conferences, venue hire includes whiteboards, pens, water and glasses.
- Unless otherwise stated, hire fees do not include consumable items such as gaffer or batteries.
- Additional charges will be made for damage or excess cleaning.
- The hirer is responsible for the cost of hiring any additional equipment for use at the centre.
- The Conditions of Use for Hamilton Performing Arts Centre (contained in the Venue Hire Agreement) apply to all events.
- Management reserves the right to require security at any event. Security charges will be advised and met by the hirer.
- To meet legislative requirements, all electrical equipment brought in to the venue will be visually inspected and, if required, tagged before use. Additional costs incurred for testing/tagging of equipment will be passed on to the hirer.
- Full day bookings are only available from 8am – 1am. Any additional days will be charged out as 3 hour blocks.
- Hire includes use of tableware, chairs, tables fixed assets and technical equipment. Extraordinary duties will be enforced if any other technical equipment is used that is not installed, eg. PA setup for a band or DJ.

** MINIMUM VENUE STAFFING

- All venue hire events are subject to minimum staffing requirements. These include:
- If technical staff are required, minimum shift length is three hours.
- Hamilton Performing Arts Centre reserves the right to specify additional staffing requirements to ensure OH&S and operational needs of the event are met and charged to the hirer. Minimum staffing requirements are not negotiable.