

Bega Civic Centre

Draft Fees and Charges 2015/16

Monday to Sunday¹

Space/Room	2 Hours ² (Min booking)		4 hours		8 hours		Additional hours	
	NFP ³	Full ⁴	NFP	Full	NFP	Full	NFP	Full
Level 1								
Meeting Rooms 1 or 2	24	40	48	80	72	120	18	30
Chamber ** (not available Wednesday's) ⁵			90	150	135	225	24	40
Foyer (Level 1)** (not available Wednesday's)			90	150	135	225	24	40
Ground Floor								
Auditorium Annexe (Northern end only) **			90	150	135	225	24	40
Foyer (Ground Floor) **			72	120	108	180	21	35
Auditorium */**								
<i>Including stage and backstage areas, with or without dividing wall.</i>	Full Day <i>Provides for 10 full hours of access</i>		Additional Day		Hourly Extension		Dark Days⁶ <i>(no access, auditorium can remain set up)</i>	
	480	800	432	720	48	80	180	300
Stage practices in conjunction with Auditorium booking (no room set up or public access) at hourly rate, 4hrs min								
Civic Centre Booking (All Level 1) */**								
<i>Includes all upstairs area of Civic Centre - Chamber, meetings rooms and foyer.</i>	Full Day <i>Provides for 10 full hours of access</i>		Additional Day		Hourly Extension			
	480	800	432	720	48	80		
Civic Centre Booking (Whole Centre) */**								
<i>Includes all areas of Civic Centre - auditorium, Chamber, meetings rooms and foyers.</i>	Full Day <i>Provides for 10 full hours of access</i>		Additional Day		Hourly Extension			
	960	1600	864	1440	48	80		

Notes

- * Bookings for 7 days or more by negotiation
- Auditorium and Foyer spaces are hired as clear space and may incur set up costs – see next page for rates
- Additional cleaning cost may be charged for some functions – see rates on next page
- A bond will be charged for some room hires/events depending on risk assessment
- Security will be required for some events and are at the cost of the hirer – see rates on next page
- Additional charges (staffing costs) apply for ground floor or level 1 bar operation, and cannot be run by hirers – see rates on next page

¹ A surcharge of 50% is applied to Public Holidays due to additional staffing costs

² Minimum booking 2 hours Monday to Friday and 4 hours Saturday, Sunday and Public Holidays

³ NFP = Not for profit/community group/unfunded program

⁴ Full = Full rate for all other bookings that do not meet the requirement for NFP rates

⁵ The Chamber and Level 1 foyer not available on Wednesday's due to Council Meetings and Workshops

⁶ Dark days are days where a function is set up but not used, particularly in relation to the Auditorium stage

Not for Profit and Community Groups

Community groups seeking the discounted community rate are to provide documentation that proves your organisation's not-for-profit status. This includes:

- Certificate of incorporation, including not for profit status, from the Department of Fair Trading; or
- Evidence of Deductible Gift Recipient (DGR) or charitable status.

NB

Informal non-incorporated, not for profit community groups will also be eligible for the community rate and will be covered by Council's casual hirer insurance. (Incorporated community groups will be required to provide evidence of their public liability insurance).

Personnel rates for possible additional costs - indicative (excluding public holidays)

REQUIREMENT	COST (incl. GST)
Food and Beverage Service labour minimum 3 hour shift Labour charges applicable for events with under \$500.00 minimum spend on food and beverages	Mon - Fri - 37.50 per hour Sat - \$45.00 per hour Sun - \$55.00 per hour
Set-up and pack down labour - minimum 3 hour shift Please note that the venue hire fees do not include personnel labour fees to set-up and all set ups. Set up and pack down labour charged for all non-catered events.	Mon - Fri - 37.50 per hour Sat - \$45.00 per hour Sun - \$55.00 per hour
After hours labour - minimum 3 hour shift VMS operates the venue from 8am to 12am daily- bookings prior to 8am and after 12am may incur after hours charges	Mon - Fri - \$44.00 per hour Sat - \$55.00 per hour Sun - \$60.00 per hour
Security - minimum 4 hour shift Should VMS deem it necessary to provide security for your booking these costs will be on-charged to the venue hirer. It is up to VMS absolute discretion to deem if security is required	Mon - Fri - \$44.00 per hour Sat & Sun - \$60.00 per hour
Audio Visual technician - note minimum 4 hour shift A technician may be required depending on your Audio visual requirements	Mon - Fri - \$60.00 per hour Sat & Sun - \$75.00 per hour
Cleaning staff - note minimum 3 hour shift Areas hired need to be left clean and tidy- should additional cleaning be required costs will be charged to the hirer. Cleaning fees may be charged if the venue is not left as found and may also be required for large traffic events to service the toilets	Mon - Fri - 37.50 per hour Sat - \$45.00 per hour Sun - \$55.00 per hour

****Public holiday rates available on request***