

# The Place: Charlestown Community Centre



<b>Community Rate - 10% discount on venue hire for bookings that are 4 hours or more</b>		
<i>Room</i>	<i>Size (m2)</i>	<i>Hourly Rate</i>
Community Hall	200	\$40.00
Social Hall	145	\$40.00
The Glen	50	\$28.50
The Haven	25	\$24.00
Commercial Kitchen	30	\$28.50
<b>Business Rate - 10% discount on venue hire for bookings that are 4 hours or more</b>		
<i>Room</i>	<i>Size (m2)</i>	<i>Hourly Rate</i>
Community Hall	200	\$60.00
Social Hall	145	\$60.00
The Glen	50	\$42.75
The Haven	25	\$36.00
Commercial Kitchen	30	\$42.75

# Venue Hire Fees 2018



## Hire Rate Definitions and Information

**Business Rate** Venue hire rate for groups that are registered businesses or government departments. (Business Rate may be negotiated if the business or government department enters into a partnership with The Place to support the organisation in reaching its social and community objectives).

**Community Rate** Venue hire rate for all groups with the exception of those that are defined under Business Rate.

**Note:** Groups that are (a) Unfunded community groups (excluding political or religious groups) or (b) Community groups working in partnership with The Place to support The Place in reaching its social and community objectives, may apply to the manager in writing for a reduced venue rate.

## Additional Information

- Hire rates include use of in-room facilities, including fixed whiteboards, data projectors and screens, standard chairs and rectangular trestle tables throughout.
- Venue hire rates at The Place assume the hirer will set up and pack up the room within their booked hire period. Set up and pack up time must be booked. The Place can provide set up and pack up services if needed (fees start from \$10 weekdays).
- Venue hire rates assume the hirer will leave The Place clean at the end of their hire period. Cleaning equipment is provided in each room for cleaning of tables, chairs and floors. Cleaning services can be provided if needed and must be arranged at time of booking (fees start from \$40/hour weekdays, \$80/hour weekends).

## Additional Equipment

The Place has a wide range of equipment available for hire, including:

Flipchart Easel & Notepad	\$10/pad
Portable Whiteboard & markers	\$10/day (Community & Social Hall; <i>The Glen &amp; The Haven whiteboard included in room hire</i> )
Handheld Telephone	\$5/day
Cordless Microphone	\$15/day (Community Hall or Social Hall only)
Corded Microphone	\$15/day (The Glen only)
Laptop	\$20/day
Lectern & Microphone	\$15/day (Community Hall or Social Hall only)
Lectern Only	\$10/day
Arcade Games Table	\$15/day (no cost in Social Hall)
Coffee Tables	\$5/day
Indoor/Outdoor Lounges from	\$5/day (no cost in Social Hall)
Portable Stages	\$25/day each (1.8m wide x 2.4m long, adjustable to 400mm or 600mm high. Stairs, skirting and back rail available)

## Alcohol, Security, Bonds

Events with alcohol are permitted at The Place, subject to the terms of our limited licence and our conditions of hire. For certain events, hirers may be required to engage security guards as a condition of hire. Events taking place outside of business hours require a **key bond** to be paid, which is refundable on return of the key following the event. Events taking place outside of business hours (and certain special events) require a **venue bond** to be paid, refundable after the event subject to the conditions of hire having been met.