

Venue Hire Rates and Application for Hire

Venue Hire Rates – Casual Hirer Rates

Centre Management reserves the right to review fees and charges, to have discretionary powers over access and to set any special conditions it deems appropriate provided they fit within the aims and objectives of the BHCAC.

Casual Hourly Rates – (Weekdays)

ROOM REQUIRED	STANDARD RATE Per hour (Incl. GST)
The Arbour (Multi-purpose Hall) Seating for 120-175/Dimensions 11.5 x 12.5m Casual Arts Performance/Workshop Corporate/Casual Function	\$ 88 \$ 107
The Lounge/Kitchen Seating for 40/Dimensions 7.5 x 8.5m	\$ 83
Drycraft Studio (East or West) Seating for 30/Dimensions 8 x 7m	\$ 72
Drycraft Studio (East & West) Seating for 50-60/Dimensions 16 x 7m	\$ 104
Meeting Room Seating for 20/Dimensions 7.5 x 4m	\$ 46

Public Liability Insurance: If you/your group do not possess such insurance an extra charge of \$20 per session will apply to be covered under Whitehorse City Council's Hirers Policy.

A 50% surcharge may be required, in addition to normal payment, for bookings that begin before 9am and end after 10pm weekdays.

Venue Hire Rates – Function Rates & Equipment Hire Rates

Function Rates – (Friday Evenings, Sat & Sun)

<i>ROOM REQUIRED</i>	<i>STANDARD RATE (including GST)</i>
<i>The Arbour (Multi-purpose Hall) Seating for 120-175/Dimensions 11.5 x 12.5m</i>	<i>\$720.00</i>
<i>The Lounge/Kitchen In addition to arbour hire Seating for 40/Dimensions 7.5 x 8.5m</i>	<i>\$195.00</i>
<i>The Lounge / Kitchen Seating for 40/Dimensions 7.5 x 8.5m</i>	<i>\$475.00</i>
<i>Drycraft Studio (East or West) Seating for 30/Dimensions 8 x 7m</i>	<i>\$360</i>
<i>Drycraft Studio (East & West) Seating for 50-60/Dimensions 16 x 7m</i>	<i>\$570</i>

These rates apply to functions between 5pm Fridays and 11.30pm Sundays.

Time booked in excess of 6 hours will attract the applicable hourly casual rate in addition to the function rate.

All casual bookings finishing after 7pm on weekends will incur a \$78 staffing surcharge.

All bookings finishing later than confirmed time will incur a \$78 surcharge per hour.

As BHCAC is situated in a residential neighbourhood, all loud noise must cease at 10pm and bookings are required to end at 11.30pm.

Public Liability Insurance: If you/your group do not possess such insurance an extra charge of \$20 per session will apply to be covered under the Whitehorse City Council Hirers Policy.

Equipment Hire Rates

<i>EQUIPMENT ITEM</i>	<i>PRICE</i>
<i>Portable PA (includes microphone, CD player and auxiliary input)</i>	<i>\$ 42</i>
<i>TV/DVD Player</i>	<i>\$ 28</i>
<i>Data Projector/Laptop/Screen</i>	<i>\$ 44</i>
<i>Portable Projector Screen</i>	<i>\$ 42</i>
<i>Whiteboard</i>	<i>Free of charge</i>
<i>Barbeque</i>	<i>\$ 45</i>
<i>Professional Audio/Lighting (Arbour Hall)</i>	<i>POA</i>

Venue Hire Rates – Regular Hirer Rates

Regular Hourly Rates

<i>ROOM REQUIRED</i>	<i>STANDARD RATE Per hour (Incl. GST)</i>
<i>The Arbour (Multi-purpose Hall) Seating for 120-175/Dimensions 11.5 x 12.5m</i>	<i>\$ 59</i>
<i>The Lounge/Kitchen Seating for 40/Dimensions 7.5 x 8.5m</i>	<i>\$ 49</i>
<i>Drycraft Studio (East or West) Seating for 30/Dimensions 8 x 7m</i>	<i>\$ 33</i>
<i>Drycraft Studio (East & West) Seating for 50-60/Dimensions 16 x 7m</i>	<i>\$ 66</i>
<i>Meeting Room Seating for 20/Dimensions 7.5 x 4m</i>	<i>\$ 36</i>

A regular hirer is classified as such if they hire BHCAC more than six (6) times per year.

A 50% surcharge may be required, in addition to normal payment, for bookings that begin before 9am and end after 10pm weekdays.

All bookings finishing after 7pm on weekends will incur a \$78 surcharge (not covered by City of Whitehorse Discount Support).

All bookings finishing later than confirmed time will incur a \$78 surcharge per hour.

Advanced payment of the first four bookings is required for all NEW regular bookings.

All Regular Hirers must possess Public Liability Insurance (with a minimum of \$20,000,000 coverage).

Application for Hire

OFFICE USE ONLY	No.		Date		Date
Booking ID		Invoiced / Paid		Discount Support Processed	
Debtor Number		Public Liability Received		Booking Confirmation Signed	
				OHS Induction Completed	

HIRER DETAILS

All sections of this form **MUST** be completed.

Name of Org/ Club/ Group/ Individual:

.....

Postal Address:.....

Principal Contact:

Position/Title:.....

Telephone: B/H A/H Mobile

Email Address..... Fax

Secondary Contact:

Position/Title:.....

Telephone: B/H A/H Mobile

Email Address..... Fax

Invoicing Frequency (Regular Users only): Yearly (in advance) Quarterly Monthly

Invoicing Address (if different from principal contact):

Name.....

Postal..... Email.....

BOOKING DETAILS

Description of Activity:.....

Expected number of participants per session (MUST BE COMPLETED):

Room(s) Eg: Meeting Room	Day(s) Eg: Monday	Time(s) Eg: 9am – 1pm	Start Date Eg: 1/2/2021	Finish Date Eg: 29/11/2021

Equipment Required:

Availability must be confirmed with Centre Management two weeks prior to bookings.

Equipment Item	Tick	Equipment Item	Tick
Portable PA		Whiteboard	
TV/DVD Player		Barbeque	
Data Projector/Laptop/Screen		Professional Audio/Lighting (Arbour Hall)	
Portable Projector Screen			

Bookings required during school holiday periods (Regular Users only):

Yes No

Are you applying for City of Whitehorse Discount Support - Hall Hire?

Yes - Please attach signed application form / documentation

No

Are you planning a performance, you will need to complete a Risk Assessment & Hirers Technical Requirements Form

Yes - Please attach signed application form / documentation

No

Are you planning on working with external hires, caterers, and florist or party supply companies?

Yes – _____

No

Do you have Public Liability Insurance with a minimum \$20,000,000 Coverage?

Yes - Please provide a copy of your Certificate of Currency

No (Public Liability fee of \$20 per booking will be charged)

The City of Whitehorse CANNOT provide Public Liability Insurance for Regular Hirers

Are there any members of your group with mobility and other impairments which could affect their ability to be aware of or evacuate from the facility in the case of an emergency?

Yes (Please complete a **Personal Emergency Evacuation Plan (PEEP) form**)

No

HIRERS AGREEMENT

I/we have read and agree to comply to, in all respect, with the Conditions of Hire within the BHCAC Venue Hire Application Pack. I have read and understand the BHCAC Emergency Information and will convey this information to all members of the hiring group and visitors.
I have been truthful and not misleading in my answers, therefore will be finically responsible for any damaged caused that is not covered by liability
Where the Hirer is a company or incorporated association, I am authorised to complete the application form on the Hirers behalf.

Name.....

Group (if applicable).....

Emergency Procedures Nominated Member.....

Position Held in Group.....

Phone No:.....Mobile No:.....

Email Address:.....

Signed.....Date.....

Privacy Notification

Personal information requested such as name and address, is collected for the purpose of registering and administering applications for hiring council facilities. The personal information collected will not be used for any other purpose or disclosed except as may be required by law. If you do not provide the information then your application may not be processed. You may access the information collected about you by contacting the BHCAC Centre Coordinator on 9895 8888.