

## Rates and charges

<b>Hire Fees</b>	Casual rate Monday - Thursday	Casual and Community rate <b>Friday - Sunday</b>	Community Organisation Monday - Thursday	<b>Booking Fee</b> (This is to secure an initial booking at the hall - payable once, annually)	<b>Bond</b>
Rate per hour	\$24.00	\$26.00	\$12.00	\$50	\$100 (if under 4 hours)  \$200 (if over 4 hours)
<b>Special event hire</b> - expos, seminar or similar public event					
Rate for full day	\$200	\$200	Contact us	\$50	\$200
<b>Private function</b> - weddings, engagements, birthdays					
Rates includes set up previous day from 5pm (6pm Fridays) and pack down following day until 9 am	\$300	\$300	Contact us	\$50	\$200  (Professional cleaning service use encouraged)
<b>Additional hire</b>	<b>Onsite</b>	<b>Offsite</b>			
Table settings (includes plates, bowls, cups/saucers, knives, forks, spoons)	\$1 per setting	\$2 per setting			
Table Cloths	\$50 Cleaning fee	\$50 Cleaning fee			
PA Hire	\$10	\$20 plus bond			\$50
Chair & Table hire	N/A (this is included in the hall hire)	\$1.50 per chair/table			\$50
Professional cleaning services are available to book for after your event, as required - Cost: \$150					

## **Booking Guidelines**

### Community rate

Community rates are granted if the booking is made by or for a Not for profit incorporated body raising money for a registered charity. Required: Letter of support from the registered charity and certificate of incorporation to be provided; OR Registered as an income tax exempt charity (ITEC) with the ATO, with evidence to be provided.

You may also be eligible for community rates if you are running a class or event that offers heavily discounted and or free classes, experience or events for low income earners, the elderly, the marginalised or other section of the community as decided on by the Pottsville Community Hall Committee.

### Casual rate

Any activity that generates income from the use of the hall that is assessed as not meeting the definition of Community rate.

### Special event hire

An event that is open to members of the public and is not considered a private function.

### Private function hire

A private function that is not open to members of the public.

### Booking Fee

The booking fee is applied to any new hirer requiring the hall during any calendar year. This is charging in addition to all other hire fees.

### Cancellation fees

50% of total cost will be charged if cancellation is made with less than 14 days notice.

100% of total hire cost will be charged if cancellation is made with less than 7 days notice.