



# Box Hill TOWN HALL

## VENUE HIRE CHARGES

**Effective 1 January 2018**

Minimum of three hours hire fee applies to all bookings.  
All fees are inclusive of GST.

### **Main Hall and Lower Hall**

Monday – Friday (day)  
Monday – Thursday (evening)  
Friday (evening)  
Weekend and public holidays  
Set-up hourly rate

### **Booking Fee**

\$468 plus \$242 per hour  
\$468 plus \$242 per hour  
\$880 plus \$242 per hour  
\$880 plus \$242 per hour  
\$121.00 per hour

### **Wedding Receptions**

Exclusive use of Box Hill Town Hall

\$5,694

### **Whitehorse and Matsudo Rooms**

Monday – Friday (day)  
Monday – Thursday (evening)  
Weekend and public holidays  
Private functions

\$132 plus \$49 per hour  
\$237 plus \$117 per hour  
\$443 plus \$117 per hour  
\$443 plus \$156 per hour

### **Meeting Rooms**

Monday to Friday (day)  
Monday to Friday (evening)  
Weekends

\$125 plus \$49 per hour  
\$125 plus \$117 per hour  
\$125 plus \$117 per hour

### **Computer Training Rooms**

Commercial organisations  
Not-for-profit organisations

\$86 per hour  
\$49 per hour

### **Community Halls**

Commercial organisations  
Not-for-profit organisations

\$87 per hour  
\$48 per hour

### **Whitehorse Artspace**

\$550 per event, plus staffing costs  
(conditions apply)

### **Equipment Hire**

Data projectors

\$187 per day / \$93.50 half day

Laptop

\$50 per hire

### **Tableware**

Glasses  
Cutlery  
Crockery  
Cups and saucers  
Single items (crockery)  
Full Table Setting  
Table cloths

\$1.40 each  
\$3.80 per head  
\$6.30 per head  
\$1.60 per head  
\$1.20 per head  
\$10.70  
\$13 each

### **Service Charge**

Additional hall keeper/dishwasher/cleaner

\$42 per hour (minimum four hours)