



## VENUE HIRE CHARGES

**Effective 1 January 2019**

Minimum of three hours hire fee applies to all bookings.

All fees are inclusive of GST.

<b>Main Hall and Lower Hall</b>	<b>Booking Fee</b>
Monday – Friday (day)	\$475 plus \$255 per hour
Monday – Thursday (evening)	\$475 plus \$255 per hour
Friday (evening)	\$890 plus \$255 per hour
Weekend and public holidays	\$890 plus \$255 per hour
Set-up hourly rate	\$112.00 per hour
<b>Wedding Receptions</b>	
Exclusive use of Box Hill Town Hall	\$5,725
<b>Function Rooms (Whitehorse and Matsudo)</b>	
Monday – Friday (day)	\$137 plus \$50 per hour
Monday – Thursday (evening)	\$245 plus \$125 per hour
Weekend and public holidays	\$448 plus \$125 per hour
<b>Minor Rooms</b>	
Monday to Friday (day)	\$130 plus \$50 per hour
Monday to Friday (evening)	\$130 plus \$115 per hour
Weekends	\$130 plus \$115 per hour
<b>Meeting Rooms ( A,B &amp; C)</b>	
Standard rate	\$50 per hour
<b>Community Halls</b>	
Commercial organisations	\$90 per hour
Not-for-profit organisations	\$49 per hour
<b>Whitehorse Artspace</b>	\$550 per event, plus staffing costs (conditions apply)
<b>Equipment Hire</b>	
Data projectors	\$190 per day / \$95.00 half day
Laptop	\$50 per hire 2018
<b>Tableware</b>	
Glasses	\$1.50 each
Cutlery	\$4.00 per head
Crockery	\$6.50 per head
Cups and saucers	\$1.60 per head
Single items (crockery)	\$1.20 per head
Full Table Setting	\$11.00
Table cloths	\$13 each
<b>Service Charge</b>	
Additional hall keeper/dishwasher/cleaner	\$45 per hour (minimum four hours)