

Carnaby Room Hire Rates



Moerlina School

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MAXIMUM CAPACITY

Set Up	Capacity
Standing / Cocktail Style	115 max capacity
Theatre Style	115 max capacity
Tables (small) 750mm x 1820mm	Max capacity varies depending on set up.
Tables (large) 1500mm x 3650mm	Max capacity varies depending on set up.

HIRE RATES

Hire Period	Public/Commercial	School Community	
Hourly	\$60	\$45	Minimum 2 hour booking - negotiable for series* bookings.
Full Day (8am-4pm)	\$350	\$250	

FEES and CHARGES

Booking Fee - A booking fee of \$50 is payable upon lodgement of your application. This will be deducted from the room bond except in the case of cancellation with less than 7 days' notice.

Bonds – A room bond of \$200 is payable with every booking, fully refundable upon leaving the venue the way you found it and without damage. A key bond of \$50 is payable for out of school hours access, fully refundable upon return of the key.

Cleaning - All rates at minimum of 2 hours are inclusive of a standard cleaning fee. If the room is left in a manner that requires additional cleaning, fees will apply at the rate of \$100 per clean.

Insurance - Should an insurance claim be necessary the person responsible is liable to contribute \$500 toward the excess.

Security - If security is called out for any reason during the period of your hire or directly after, as a result of the building not being secured properly, helium balloons left in the room etc., the call out charge will be deducted from the room hire bond.

Tables and chairs - Use of chairs and trestle tables is included in the hire of the room. Please leave them clean and stacked. Please check on quantities available for use.

Cutlery, crockery, urn etc – may be used during hire period. Must be clean dry and returned to original location. Dishwasher must be emptied.

PHOTOCOPYING RATES

Copy	Rate	Copy	Rate
A4 Black & White	0.20c/sheet	A3 Black & White	0.30c/sheet
A4 Colour	0.40c/sheet	A3 Colour	0.60c/sheet

Prices are current and inclusive of gst as at January 2022 but are subject to change.

SERIES of BOOKINGS – of 5 days or more

A series of Public/Commercial bookings of 5 sessions/days or more a reduction in the hourly rate will be applied as follows:

Number of sessions/days	Discount
5 – 10	10%
11 - 20	15%
20+	20%