

Fee Structure

Please read the following terms and conditions:

Auditorium	Not for Profit, Educational, Community (Inclusive of GST)	Commercial, Corporate, Government (Inclusive of GST)
Per Hour	\$46.50	\$93
Half-day (5 hours) (8am – 1pm, 1pm – 6pm, 6pm – 11pm)	\$184.50	\$369
Day (10 hours) (8am – 6pm, 1pm – 11pm)	\$369	\$738
Full-day (15 hours) (8am – 11pm)	\$555	\$1,110
Full Week (7 days)	\$1,941	\$3,882
Community Market Activities (8am to 6pm)	\$246	\$492
Art Exhibitions	By Negotiation	By Negotiation

The Community Services team will manage all bookings for the Community Hub. Payments will be made via customer services staff.

All Hirers are required to be inducted at the site with a member of staff. At the induction, an activated swipe card will be issued and COVID19 cleaning guidelines.

The space is only to be occupied for the specified time booked and must include set up and pack down times. Swipe cards will be automatically deactivated at the end of the booking time.

Should the space be required for such events as Federal, State or Council elections, a public meeting or any other essential Council function, then this booking will be cancelled. Council will endeavour to give as much notice as possible, however no liability will be accepted for any loss however occasioned.

There are limits to the maximum number of people allowed in each space and it is the Hirer's responsibility to ensure that the limit is observed.

Hirers wishing to serve alcohol must obtain permission from the General Manager; Hirers wishing to sell alcohol must obtain a 'Special Liquor Permit'.

No smoking is permitted in or around the site.

Hirers must dispose of their own rubbish and adhere to our 'Waste Wise' guidelines www.kingborough.tas.gov.au/events.

The Kingborough Community Hub has an Automated External Defibrillator (AED) on site located on the wall outside the information office.

All technical and electrical equipment brought onsite by the Hirer must be tested and tagged.

For events that require large amounts of power, a suitably qualified person must be contracted to ensure effective distribution and management of power.

The Hirer must familiarise themselves with the venue's displayed 'Evacuation Plan', including the location of emergency exit doors, prior to commencing use of the space. A copy of the Hub's Evacuation Plan can be found mounted on the wall in every space.

The Hirer is responsible for leaving the premises in a clean and tidy state at the conclusion of the period of hire, including sweeping floors and wiping down surfaces.

All goods and equipment brought into the venue by the Hirer (including music equipment, jukeboxes, decorations, leftover food/drink etc) must be removed from the premises within the hire period time (unless negotiated) otherwise all costs associated with the removal and storage of goods and equipment will be charged to the Hirer.

Vehicles and motorised plant are not permitted to be driven onto the Community Hub premises unless by prior arrangement.

Public liability insurance: Commercial users and organisers of large events must have their own public liability insurance – please attach a copy to this form.

Site plans and risk assessments: organisers of large events must provide copies of their risk assessment and site plan to the Community Hub team.

Whitewater Room/Middleton Room	Not for Profit, Educational, Community (Inclusive of GST)	Commercial, Corporate, Government (Inclusive of GST)
Per Hour	\$31.50	\$63
Half-day (5 hours) (8am – 1pm, 1pm – 6pm, 6pm – 11pm)	\$93	\$186
Day (10 hours) (8am – 6pm, 1pm – 11pm)	\$184.50	\$369
Full-day (15 hours) (8am – 11pm)	\$246	\$492
Full Week (7 days)	\$771	\$1,542

Other Facilities	Not for Profit, Educational, Community (Inclusive of GST)	Commercial, Corporate, Government (Inclusive of GST)
Kitchen (Auditorium)	\$50	\$50
Town Square	By Negotiation	By Negotiation
Weekend/After Hours Surcharge	\$50	\$50
Heating (Auditorium only)	\$60	\$60
Cleaning Charge (Auditorium only)	\$40	\$40
Set Up and Pull Down Fee (Auditorium only)	\$150	\$150
Set Up and Pull Down Fee (Middleton/Whitewater Rooms)	\$80	\$80

Additional Equipment	Fee
Equipment	
Gallery Walls (includes hanging equipment)	\$50 per set of 10
Stage	\$50 per 2 sections
Lectern with mics	\$100
Projector and screen (Auditorium)	\$100
Roving mics with stands	\$80
Lapel mics <i>*available with technical support</i>	\$100
Portable projector and screen (Middleton Room)	\$90

**Technical support includes setting up, activating, and monitoring of audio-visual equipment. Contact the Community Hub team for details and to provide a quote.*