

# 2023 Function Hire Fees

Valid from 1<sup>st</sup> January 2023 – All prices are GST incl.

<b>STANDARD</b>	Capacity	Booking Fee	Hire Fee	<b>TOTAL HIRE FEES</b>	Bond	<b>TOTAL</b>
Building 1 - Main Hall	200	\$300	\$650	<b>\$950</b>	\$500	<b>\$1450</b>
Building 2 - Small Hall	40-50	\$150	\$300	<b>\$450</b>	\$300	<b>\$750</b>

<b>CHILDREN'S BIRTHDAY</b>	Capacity	Booking Fee	Hire Fee	<b>TOTAL HIRE FEES</b>	Bond	<b>TOTAL</b>
Building 2 - Small Hall	40-50	\$100	\$200	<b>\$300</b>	\$300	<b>\$600</b>

*Available Saturday 9:00am -12pm or 12:30pm-3:30pm, or Sunday 9:30am-12:30pm*

<b>PUBLIC HOLIDAY</b>	Capacity	Booking Fee	Hire Fee	<b>TOTAL HIRE FEES</b>	Bond	<b>TOTAL</b>
Building 1 – Main Hall	200	\$300	\$900	<b>\$1200</b>	\$500	<b>\$1700</b>
Building 2 - Small Hall	40-50	\$150	\$450	<b>\$600</b>	\$300	<b>\$900</b>

<b>JAN-1</b>	SUN	New Year's Day	<b>APR-10</b>	MON	Easter Monday
<b>JAN-2</b>	MON	New Year's Day Holiday	<b>APR-25</b>	TUE	ANZAC Day
<b>JAN-26</b>	THU	Australia Day	<b>JUN-12</b>	MON	King's Birthday
<b>MAR-13</b>	MON	Labour Day	<b>SEP-22</b>	FRI	Pre GF
<b>APR-7</b>	FRI	Good Friday	<b>NOV-7</b>	TUE	Cup Day
<b>APR-8</b>	SAT	Easter Saturday	<b>DEC-25</b>	MON	Christmas
<b>APR-9</b>	SUN	Easter	<b>DEC-26</b>	TUE	Boxing Day

**Ensure the hirer is aware of the following information prior to creating a tentative booking.**

1. Fees (as per above) – Booking fee is required within 7 days, balance is to be paid 4 weeks prior to function
2. Capacity
3. Suggest an in person viewing the space to confirm its suitability
4. Access times
  - Building 1
    - Saturday – 4pm - 12am
  - Building 2
    - Saturday 9:00am -12pm
    - Saturday 12:30pm-3:30pm
    - Saturday – 4pm - 12am
    - Sunday – 9:30am -12:30pm
5. Noise – no amplified noise that will disturb neighbours and music must end at 11pm
6. Tentative booking will be held for 7 days. Booking form and non-refundable booking fee must be returned to confirm booking.

## MAKING A BOOKING

**Step 1 – Check the booking system** – visit the booking system to see if the requested date is available.

**Step 2 – Create a Tentative Booking** – select the requested date and add the following details

- Customer – Tentative Function
- Title – TENT - Hirer Name or Organisation
- Description – Contact Name (if applicable), phone number, email
- Resource – NPCC-HALL
- Category – Function Hall Hire
- Hourly Charge – 0
- Start Date & Time – Date of function & time
- End date & Time – Date after function & time

Select Create Booking

**Step 3 – Booking email** – send an email to [facilities@nobleparkcc.org.au](mailto:facilities@nobleparkcc.org.au) to alert of the new tentative booking. The Facilities Officer will then send the Hirer an email with booking form, conditions of hire, quote & applicable processes etc.

\*NOTE - bookings are currently unavailable from 19<sup>th</sup> December 2022 – 21<sup>st</sup> January 2023 due to maintenance.

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<b>January</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>							S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<b>February</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table>							S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					<b>March</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>							S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<b>April</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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