



# COLLECTOR MEMORIAL HALL

## SCHEDULE OF FEES 1 July 2023 – 30 June 2024

### NOTES

- Free WiFi is available for all hall users.
- There is reverse cycle air conditioning in the Main Hall and Supper Room.
- Minimum booking is one hour.
- Hall hire fee for non-profit groups and Collector Village Locals is **50% of standard rate**.
- Any work and/or activities carried out (excluding scheduled maintenance work) to suit the hirer's needs will be charged to the hirer as per quoted cost and for time as per the hire rates.
- A cleaning fee will be charged at cost if a hirer does not comply with the conditions of hire in respect to leaving the premises in a clean and tidy state.
- Toilets are shared by users of Main Hall and Supper Room.
  - Toilets are accessed from the Supper Room and Kitchen via the veranda.
  - Toilets are accessed from the Main Hall either internally or via the Western Doors.
- There is no charge for use of the kitchen for Tea and Coffee (provided by hirer) purposes.
- Fees are discretionary and adjustments can be made for special use cases subject to negotiation.

### STANDARD RATES FOR ALL VENUE HIRES

VENUE HIRE	AREA	RATE – Hour	RATE – 4 hours plus (3 hours free)
<b>Main Hall</b> + 20m2 Stage, Excludes Audio Visual	160m2	\$ 60.00	\$ 240.00
<b>Supper Room</b> Includes TV, Hot water for tea / coffee	55m2	\$ 30.00	\$ 120.00
<b>Supper Room + Kitchen</b>	80m2	\$ 40.00	\$ 160.00
<b>Main Hall + AV</b> + 20m2 Stage, Includes Audio Visual	160m2	\$ 80.00	\$ 320.00
<b>Whole Venue</b> [Main Hall / Supper Room / Kitchen / AV]	240m2	\$ 120.00	\$ 480.00

EXTRAS <i>Rates are per individual item</i>	RATE – Hour	RATE – Per Day	
<b>Off Site Chair Hire</b>	n/a	\$ 3.00	Included in
<b>Chair Covers — To be dry cleaned before returning</b>	n/a	\$ 6.00	Day Rate

**\* Hire of extras is via email enquiry to confirm availability and arrange invoicing.**



## COLLECTOR MEMORIAL HALL FACILITIES

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### MAIN HALL

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**A larger space catering for groups of up to 200 people depending on configuration.**

- MAIN AREA – 160m<sup>2</sup> of open usable space for:
  - Rowed seating for presentations, performances and large meetings.
  - Tables and chairs for larger catered functions, trivia nights, group work and workshops.
  - Discos, dances and kids games.
- STAGE AREA – a relatively small 20m<sup>2</sup> of usable space for small drama productions; music ensembles; and presenters, panellists or performers.

\* *The kitchen can be used in addition to the Main Hall for catering purposes by booking **Whole Venue**.*

\* *Use of Main Hall Audio Visual equipment can be hired by booking **Main Hall + AV**.*

### MAIN HALL AUDIO VISUAL

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**For an additional fee, the Main Hall now boasts high quality audio and visual capabilities. Bring Your Own Device(s) and suitable cables to connect.**

- **Complimentary equipment:** 2x microphones, 2x microphone leads and 2x microphone stands
- **Audio inputs available:** RCA Stereo, 3.5mm Stereo, BlueTooth and 3x XLR Wall Plates
- **Audio/Visual input available:** HDMI
- **Speakers:** 1200 Watt front of house left and right
- **Projector:** Full HD
- **Screen:** 180 Inch motorised screen

\* *Bring your computer, FireStick, Apple TV, DVD Player, Blue Ray Player or Tape Deck and suitable cables to use these fantastic facilities.*

### SUPPER ROOM

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**A smaller space open to the kitchen catering to groups of up to 40 people depending on configuration. This space has a 75" TV screen to use for your presentations at no additional charge (Bring Your Own Device and HDMI cable to connect).**

- AREA – 55m<sup>2</sup> of open usable space for:
  - Rowed seating for presentations, performances and more intimate meetings.
  - Tables and chairs for smaller catered functions, workshops and meetings.

\* *The kitchen can be used in addition to the Supper Room for catering purposes by booking **Supper Room + Kitchen***

### KITCHEN FACILITIES

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The kitchen is equipped to handle large function catering, including large-scale public events and festivals. There is no charge for use of the kitchen for Tea and Coffee purposes. For catering purposes an additional fee applies.

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|-------------------|----------------------------|--------------------|
| • gas cook top    | • microwave                | • crockery         |
| • large oven      | • urn                      | • cutlery          |
| • 2 refrigerators | • instant hot water heater | • <i>character</i> |

### TOILET FACILITIES

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- accessible toilet
- parent change facilities