

## Fees and Charges Schedule

| Room                              | Capacity              | Fees (including GST)                                                                    |
|-----------------------------------|-----------------------|-----------------------------------------------------------------------------------------|
| Meeting Room 5                    | 6                     | \$10 per hour or part thereof payable in full at time of booking                        |
| Meeting Room 6                    | 6                     | \$10 per hour or part thereof payable in full at time of booking                        |
| Meeting Room 7                    | 10                    | \$20 per hour or part thereof payable in full at time of booking                        |
| Meeting Room 8                    | 10                    | \$20 per hour or part thereof payable in full at time of booking                        |
| IT Training Room 8.30am – 12.30pm | 17 (includes trainer) | \$300 per session                                                                       |
| IT Training Room 1.00pm– 5.00pm   | 17 (includes trainer) | \$300 per session                                                                       |
| IT Training Room 5.30pm – 9.30pm  | 17 (includes trainer) | \$300 per session                                                                       |
| Main Hall<br>8.30am – 12.30pm     | 200                   | \$420 per session - Corporate<br>\$280 per session – Community                          |
| Main Hall<br>1.00pm – 5.00pm      | 200                   | \$420 per session - Corporate<br>\$280 per session – Community                          |
| Main Hall<br>5.30pm – 10pm        | 200                   | \$420 per session - Corporate<br>\$280 per session – Community                          |
| Main Hall<br>2 of 4 sections      | 100                   | \$60 per hour or part thereof – Corporate<br>\$30 per hour or part thereof – Community  |
| Main Hall<br>1 of 4 sections      | 50                    | \$50 per hour or part there of – Corporate<br>\$25 per hour or part thereof – Community |

### ADDITIONAL FEES – On a cost recovery basis

Staff member required to be on site after Library closing hours.

Out of Hours Access - Security Guard requested to open/lock building.

Costs associated with hiring security guards required for events where alcohol is being served.

Occasional hirer administration fee.

### BOOKING AVAILABILITY

Monday - Saturday 8.30am – 10.00pm

Sunday 1.00pm – 9.00pm

Requests for bookings outside of these hours will be at the discretion of the management of Cove Civic Centre.

### APPLICATIONS FOR REGULAR BOOKINGS

Once per annum, Council will accept applications from groups seeking long-term, regular bookings eg a group that wishes to meet on the third Thursday of every month.

Groups can apply for twelve (12) months (January to December) of bookings at a time and must submit their application between 1st and 31st October each year. All interested groups will be contacted by mid-November regarding confirmation of their bookings.