

CITY OF BELMONT

Council Facility Hire

Fees & Charges 2021/2022

	MAIN HALL	MULTI-PURPOSE ROOM	SMALL MEETING ROOM
Not for Profit Groups			
Incorporated organisations are those not operating for the profit or gain of its individual members, whether these gains are direct or indirect. To be eligible your organisation is to provide evidence of incorporation and a Certificate of Currency for Public Liability Insurance.			
8am – 12am (Function rate applies Friday & Saturday after 6pm)	\$36.00 p/h	\$23.50 p/h	\$15.50 p/h
Small Business / Casual Rates			
<ul style="list-style-type: none"> Small businesses (generally an owner operator) that wish to use the City's facilities to support their small business endeavours. A Certificate of Currency for Public Liability Insurance is required. All other hirers who do not meet the above categories criteria. Public Liability Insurance will be required for casual hirers who make more than 12 bookings in a calendar year. 			
8am – 12am (Function rate applies Friday & Saturday after 6pm)	\$45.00 p/h	\$27.50 p/h	\$18.50 p/h
Friday / Saturday Night (Function Rate):			
Function rate is applicable to all above group types (except commercial)			
6pm – 1am	\$92.00 p/h	\$55.00 p/h	\$38.00 p/h
Bonds			
Charges are calculated based on individual applications. The bond amount will vary from \$400.00 to \$1000.00, depending on the event.			
Cleaning Fee Charge			
Hirers must clean the facility after use as per the Conditions of Hire. Failure to clean, or if insufficient cleaning is carried out, then a cleaning charge of between \$80-\$124 will be taken from the bond.			
Lost Keys/Swipe Cards			
The cost to replace a lost, misplaced or stolen key will incur a charge of \$51 per key and \$255 charge per set. The cost to replace a lost, misplaced or stolen swipe card will incur a charge of \$51.			
Extra Keys/Swipe Cards			
The cost to obtain an extra swipe card/set of keys will incur a charge of \$25 per key or swipe card.			
Security Callout Charge			
A security callout fee for uncollected keys is \$60.			
Booking Amendment Charges			
Changes to bookings more than 2 business days' notice	\$25.00		
Changes to bookings less than 2 business days' notice	NOT PERMITTED		

