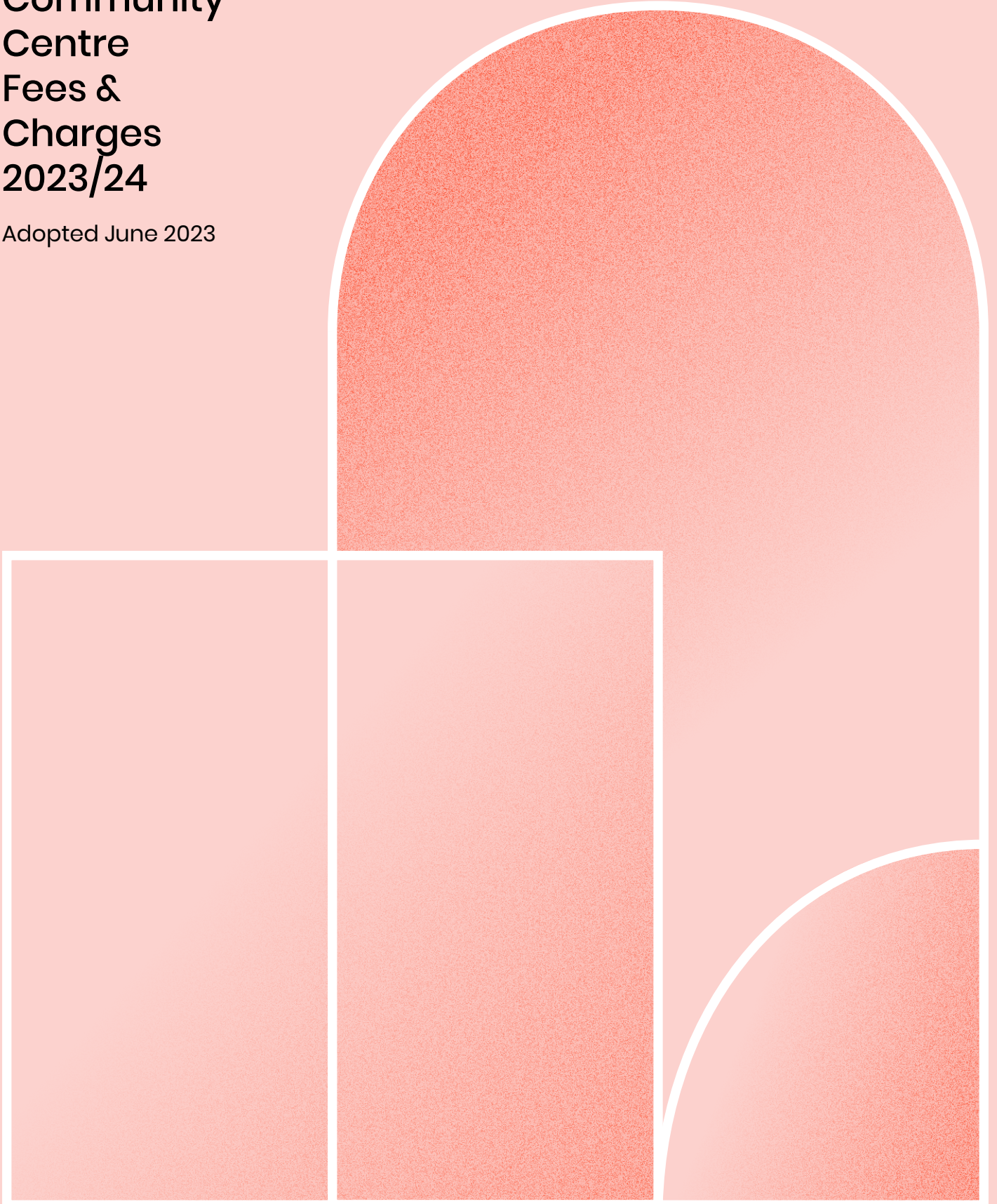




**Annandale
Community
Centre
Fees &
Charges
2023/24**

Adopted June 2023



Name	Year 22/23	Year 23/24			Increase %	GST	Pricing Policy
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

HALL & VENUE HIRE

General Conditions of Facilities Hire

Creative Use of Council's Town Halls

Hire charges for the creative use of Council's Town Halls are currently being considered and will be tabled at a future meeting of Council.

Consecutive Days

Consecutive days hire require a minimum of twelve (12) hours hire at the Town Halls and eight (8) hours hire at the Community Meeting Rooms each day to retain the venue overnight.

Annual Request for regular hire

An annual request for applications for the allocation of venues for regular hire is conducted. Payment of regular hire will be by invoice. Additional dates/times requested need to be paid at the time of booking.

Bonds

Bonds for Community Venues by Not for Profits and Community Groups who are processed through the annual Expression of interest for regular hire of venues are not required.

All bonds to be paid at time of booking. Bond will be refunded to the individual who has made the bond payment by Credit Card reversal, Electronic Bank Transfer or cheque. Bond may be withheld if Terms and Conditions of Venue Hire are not adhered to. Council will charge additional costs i.e., damage to the venue as a result of the hire, overstay of time hired, additional cleaning costs, set up of hall etc. if the Terms and Conditions are not followed. Hirers may be required to pay additional costs if the bond is not sufficient for the damage/repair required.

The amount listed in the Fees and Charges for each venue is a minimum bond only.

The Director of City Living may increase the bond amount as appropriate to the nature of the activity and potential risk to Council Venues.

Subsidies and Fees Waivers

Request for Fee Subsidies and Fee Waivers are governed by Council's Grant and Fee Scale Policy and the Indoor Venues Fee Scale Policy <https://www.innerwest.nsw.gov.au/explore/venues-for-hire/indoor-venues-fee-scale-policy>

Access

Rates are based on the actual time hall is occupied (including set up and pack up time), not on the trading hours or the function time.

Hours of use of the hall are restricted to 8am-12 midnight, however if goods are stored overnight for removal the next day, the applicable rate for the next day is payable.

Goods cannot be delivered or removed outside of the hours of use.

Cancellations

For bookings cancelled 14 days and greater prior to event, no cancellation will be charged.

Bookings that are cancelled less than 14 days prior to an event will incur a cancellation fee of 100% of the Hire Fee. For last-minute bookings made within a 7-day period that are cancelled will also incur a cancellation fee of 100% of the hire charges.

Out Of Hours Opening Fee – Monday to Friday	\$380.00	\$372.73	\$37.27	\$410.00	7.89%	Y	F
Out Of Hours Opening Fee – Saturday to Sunday	\$445.00	\$431.82	\$43.18	\$475.00	6.74%	Y	F
Fire Brigade Fee – charges incurred for Fire Brigade attendance due activity by hirer	\$1,600.00	\$1,600.00	\$160.00	\$1,760.00	10.00%	Y	F

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HALL & VENUE HIRE [continued]

Security Fee – charges incurred for Security attendance due to activity by hirer	At Cost Plus 10%					Y	F
Lost Key	\$178.50	\$172.73	\$17.27	\$190.00	6.44%	Y	E
Key Bond / Regular Hire	\$150.00	\$150.00	\$0.00	\$150.00	0.00%	N	G
Booking Amendment Fee: per amendment (per venue) within one request	\$0.00	\$45.45	\$4.55	\$50.00	∞	Y	

ANNANDALE COMMUNITY CENTRE - Upstairs Hall

Daily - per hr	\$67.00	\$65.45	\$6.55	\$72.00	7.46%	Y	E
Day Rate (opening till 5pm)	\$275.00	\$268.18	\$26.82	\$295.00	7.27%	Y	E
Evening Rate (5pm till close)	\$275.00	\$268.18	\$26.82	\$295.00	7.27%	Y	E
Whole Day Rate	\$500.00	\$486.36	\$48.64	\$535.00	7.00%	Y	E
Refundable Bond	\$100.00	\$100.00	\$0.00	\$100.00	0.00%	N	G
Refundable Bond for "Low Risk" Events	\$250.00	\$250.00	\$0.00	\$250.00	0.00%	N	G
Refundable Bond for "High Risk" Events	\$500.00	\$500.00	\$0.00	\$500.00	0.00%	N	G
Payment Terms	Payment of hire fees and bond is required in full within 14 days of booking confirmation. Failure to pay within this period will result in the cancellation of the booking.					N	
Cancellation Fees	Cancellation Fees					Y	E
Bookings cancelled 14 days and greater prior to event	No cancellation fee will charged					Y	E
Bookings cancelled less than 14 days prior to event	100% of Hire Fee					Y	E
Bookings made within a 7-day period that are cancelled	100% of Hire Fee					Y	E
Annandale Upstairs Hall - Rehearsal/ Practice Sessions (maximum 3 people) when the office is attended	\$17.50	\$17.27	\$1.73	\$19.00	8.57%	Y	B

ANNANDALE COMMUNITY CENTRE - Downstairs Back Hall

Daily - per hr	\$88.00	\$85.45	\$8.55	\$94.00	6.82%	Y	E
Day Rate (opening till 5pm)	\$350.00	\$340.91	\$34.09	\$375.00	7.14%	Y	E
Evening Rate (5pm till close)	\$350.00	\$340.91	\$34.09	\$375.00	7.14%	Y	E
Whole Day Rate	\$700.00	\$681.82	\$68.18	\$750.00	7.14%	Y	E
Refundable Bond for "Low Risk" Events	\$250.00	\$250.00	\$0.00	\$250.00	0.00%	N	G
Refundable Bond	\$500.00	\$500.00	\$0.00	\$500.00	0.00%	N	G
Refundable Bond for "High Risk" Events	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	N	G
Payment Terms	Payment of hire fees and bond is required in full within 14 days of booking confirmation. Failure to pay within this period will result in the cancellation of the booking.					N	
Cancellation Fees	Cancellation Fees					Y	
Bookings cancelled 14 days and greater prior to event	No cancellation fee will be charged					Y	E
Bookings cancelled less than 14 days prior to event	100% of Hire Fee					Y	E
Bookings made within a 7-day period that are cancelled	100% of Hire Fee					Y	E

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ANNADALE COMMUNITY CENTRE - Meeting Room

Daily - per hr	\$40.00	\$39.09	\$3.91	\$43.00	7.50%	Y	E
Day Rate (opening till 5pm)	\$160.00	\$156.36	\$15.64	\$172.00	7.50%	Y	E
Evening Rate (5pm till close)	\$160.00	\$156.36	\$15.64	\$172.00	7.50%	Y	E
Whole Day Rate	\$320.00	\$311.82	\$31.18	\$343.00	7.19%	Y	E
Refundable Bond for "Low Risk" Events	\$100.00	\$100.00	\$0.00	\$100.00	0.00%	N	
Refundable Bond	\$250.00	\$250.00	\$0.00	\$250.00	0.00%	N	G
Refundable Bond for "High Risk" Events	\$500.00	\$500.00	\$0.00	\$500.00	0.00%	N	G
Payment Terms	Payment of hire fees and bond is required in full within 14 days of booking confirmation. Failure to pay within this period will result in the cancellation of the booking.					N	
Cancellation Fees	Cancellation Fees					Y	E
Bookings cancelled 14 days and greater prior to event	No cancellation fee will be charged					Y	E
Bookings cancelled less than 14 days prior to event	100% of Hire Fee					Y	E
Bookings made within a 7-day period that are cancelled	100% of Hire Fee					Y	E