



**CITY OF HOLDFAST BAY
SCHEDULE OF FEES AND CHARGES 2024-25**

Description	Fee 2024-25 incl. GST where applicable
ADMINISTRATIVE FEES	
Copy of previous year's rates notice (per rateable property, per quarter)	\$13.00
Assessment record extract	\$13.00
Photocopies – A4 size (per side)	\$1.00
Photocopies – A3 size (per side)	\$1.00
Voters roll (copy of)	\$110.00
Internal Review of Council Decisions s270 Local Govt Act 1999	\$20.00
Freedom of Information * Freedom of Information Act 1991	
Application to access council documents	\$42.00
Application for review of a determination	\$42.00
Staff time spent - per each 15 minutes	\$15.90
Personal Affairs (initial 2 hours free)	No charge
Photocopies of documents (per page)	\$0.25
Written transcripts of documents (per page)	\$9.35
Photos, X-Rays, Video Tapes, Computer Tape or Disk	Cost recovery
<i>*MPs only charged for FOI access if costs exceed \$1000</i>	
PROPERTY SEARCHES	
Section 7 - Property details Land and Business Act (Sales and Conveyancing) Act 1994	
Property details provided within 8 days by written request *	\$28.50
Property details urgent request *	\$42.75
Section 187 - Certificate of Liabilities on rates and charges Land Tax Act 1936	
Certificate of Liabilities on rates and charges provided within 8 days by written request *	\$40.25
Section 7 & Section 187	
Property details and Certificate of Liabilities on rates and charges provided within 8 days by written request *	\$68.75
Property details and Section Certificate of Liabilities on rates and charges urgent request *	\$83.00
<i>* Fee per rateable property</i>	
LIBRARY	
Photocopies	
- A4 sheets	\$0.20
- A3 sheets	\$0.30
Printing - word processing/CD ROM	
- per A4 sheet (black & white)	\$0.20
- per A4 sheet (colour)	\$1.00
- per A3 sheet (colour)	\$2.00
Library programs and events	Various
Sale of library materials	
- Magazines	\$0.50
- Books, AV, Jigsaws	\$1.00
Lost library items	Replacement cost
Document delivery	Cost recovery
EVENTS, CLASSES & ACTIVITIES	
Classes, Activities, School Holiday Programs and other Community Events	Various
<i>Fees available on council website</i>	
HISTORY & CULTURE	
Sale of books, postcards and artwork	Various
High-resolution photograph	\$20/image
Exhibitions and events	Various
House History	\$35.00
Gallery hire	POA



**CITY OF HOLDFAST BAY
SCHEDULE OF FEES AND CHARGES 2024-25**

Description	Fee 2024-25 incl. GST where applicable
COMMUNITY CENTRES	
Glenelg Community Centre	
<i>Available for hire after 4pm Monday to Saturday and all day on Sunday</i>	
- Main Hall	
Private / Commercial	\$55/hour
Community / Not For Profit	\$35/hour
- Library	
Private / Commercial	\$25/hour
Community / Not For Profit	\$15/hour
- Meeting Room	
Private / Commercial	\$35/hour
Community / Not For Profit	\$20/hour
- Whole Facility	
Private / Commercial	\$80/hour
Community / Not For Profit	\$45/hour
Glenelg North Community Centre	
- East Hall	
Private / Commercial	\$35/hour
Community / Not For Profit	\$20/hour
- North Hall	
Private / Commercial	\$55/hour
Community / Not For Profit	\$35/hour
- Meeting Room	
Private / Commercial	\$20/hour
Community / Not For Profit	\$10/hour
- Whole Facility	
Private / Commercial	\$90/hour
Community / Not For Profit	\$50/hour
Holdfast Bay Community Centre	
- Mawson Hall	
Private / Commercial	\$75/hour
Community / Not For Profit	\$37/hour
- Susan Grace Bennie/ Activity Room 2	
Private / Commercial	\$64/hour
Community / Not For Profit	\$32/hour
- Art Macauley/ Activity Room 1	
Private / Commercial	\$54/hour
Community / Not For Profit	\$27/hour
Other Community Centre charges	
- Bond - low risk event	\$250.00
- Bond - high risk event	\$500.00
- Cleaning fee	\$153.00
- Lost key	\$60.00
- Emergency services call out fee	\$150.00
COMMUNITY TRANSPORT	
Subsidised Fees ^	
Community Bus – single trip (one way) to local destinations	\$2.55
Let's Explore - per return trip	\$12.00
Personal Transport*	
- One way trip WITHIN council boundaries	\$5.00
- One way trip OUTSIDE council boundaries (within a 10km radius)	\$10.00
- One way trip OUTSIDE council boundaries (within a 20km radius)	\$15.00
<i>^ Subsidised fees available to residents with a My Aged Care referral</i>	
Private Fees	
Community Bus – single trip (One Way) to local destinations	\$3.80
Personal Transport*	
- One way trip WITHIN council boundaries	\$10.00
- One way trip OUTSIDE council boundaries (within a 10km radius)	\$20.00
- One way trip OUTSIDE council boundaries (within a 20km radius)	\$30.00
<i>* Service provided by Council volunteer or Taxi company</i>	



**CITY OF HOLDFAST BAY
SCHEDULE OF FEES AND CHARGES 2024-25**

Description	Fee 2024-25 incl. GST where applicable
BUS CHARTER	
Booking fee	\$10.00
Mileage Fee - small bus	\$2.20 per kilometre travelled
Mileage Fee - large bus	\$2.48 per kilometre travelled
<i>Eligibility Criteria apply to bus charter services. Hire is subject to bus and council-accredited volunteer driver availability.</i>	
ANIMALS	
Dog Registration Fees - Statutory: Dog and Cat Management Act 1995	
- Standard (microchipped and desexed)	\$55.00
- Non-standard	\$110.00
- Puppy (under 6 months old)	\$55.00
- Business registration	
1 dog	\$110.00
2 dogs	\$215.00
3 dogs	\$320.00
4 dogs	\$425.00
5 to 10 dogs	\$530.00
11 to 20 dogs	\$1,055.00
21 to 30 dogs	\$1,600.00
Over 30 dogs	\$2,105.00
- Assistance dog	No charge
- Concession card holder rebate	50% of applicable registration fee but not late fee
- New registrations lodged in June	No charge
- Late registration fee	\$20.00
<i>Upon written request from dog owner whose dog has deceased between 1 July - 30 September Council may approve at 50% rebate</i>	
Non Statutory	
Animal collection - short term hold at council	\$57.00
Cat collection and impound	\$109.00
Other animals collection and impound	\$109.00
Dog acceptance fee (impound fee) 72 hour holding fee - RSPCA	\$270.00
Sustenance fee care and feeding per day	\$60.00
Dangerous dog / menacing dog collars	\$42.00
Roll of compostable dog bags	\$15.75
<i>Pensioner assistance given with 50% discount on above fees for animal collection</i>	
ROAD AND PROPERTY RELATED CHARGES	
Verges	
Verge maintenance	\$295.00
Street Tree	
Minimum removal cost	\$625.00
Removal cost (per metre, over 2 meters in height)	\$294.00
Stump munching	\$50.00
Street tree replacement (per tree - labour, materials, minimum 3 years watering & pruning)	\$2,135.00
Administration fee	\$168.00
Lost amenity value using revised Burnley method (value calculated for each individual tree)	POA
Encroachment	
Application fee - type 1 (market valuation not required to set permit fee)	\$150.00
Application fee - type 2 (market valuation required to set permit fee)	POA
Annual Fee	From \$150
Other	
Damage to Council property (including removal of posters) - \$45 minimum (\$45 per ½ hour or part thereof).	\$45/half-hour
Remove overgrown vegetation - \$180 minimum (\$45 per ½ hour or part thereof, minimum charge 2 hours).	\$45/half-hour
DEVELOPMENT AREA	
Plan search fee	\$125.00
Offsite plan search retrieval fee (if required)	\$52.00
Photocopying (per page) - admin photocopying fees	Refer admin fee
<i>Development Application fees are set under the Development Act and are not subject to Council discretion.</i>	



**CITY OF HOLDFAST BAY
SCHEDULE OF FEES AND CHARGES 2024-25**

Description	Fee 2024-25 incl. GST where applicable
PERMITS	
Outdoor Dining	
<i>Location (per m2 per annum)</i>	
South Esplanade (Broadway Kiosk)	\$347.00
Moseley Square - exposed	\$125.00
Moseley Square - enclosed	\$347.00
Jetty Road, Glenelg (east of Jetty Hotel to Brighton Road)	\$227.00
Jetty Road, Brighton	\$107.00
Colley Terrace	\$125.00
Other locations	\$79.00
Foreshore (Glenelg)	\$107.00
Goods on Footpath	
Minimum fee	\$217.00
<i>Location (per m2 per annum)</i>	
Jetty Road, Glenelg (east of Jetty Hotel to Brighton Road)	\$130.00
Jetty Road, Brighton	\$64.00
Foreshore (Glenelg)	\$109.00
Other locations	\$56.00
Street Trading Permits	
Per event	\$188.00
Food Truck Permits	
Food truck permits (specified locations) per month	\$226.00
Food truck permits (specified locations) per year	\$2,267.00
Annual food permits at an event approved location (per food stall)*	\$235/yr or \$165/day
<i>*At the discretion of the authorised officer fees may not be applicable for a recognised charity / not for profit organisation if documentation from the Australian Taxation Office demonstrating status can be provided or other evidence.</i>	
Personal Training Permits	
- Category A - 12 months	\$95.00
- Category A - 3 months	\$45.00
- Category B - 12 months	\$175.00
- Category B - 3 months	\$85.00
- Category C - 12 months	\$240.00
- Category C - 3 months	\$105.00
- Administrative fee for changes	\$25.00
Hoarding	
Application fee	\$67.00
Fee - (per m2 per day or part thereof) on road excluding car park(s) as defined below which attract a separate fee	\$1.04
Footpath closure (per m2 per day or part thereof) *	\$1.04
Road closure with hoarding (per m2(per day or part thereof) * - capped at one day ^	\$315.00
Traffic management plan assessment - private works*	\$145.00
Community directional sign	\$156.00
Fees for paid car park use or closure (per day)*	Current on-street car parking rate for a 24 hour period
Part of car park constitutes a fee for the full car park	
Fees for free or permit parking use or closure (per day, per parking bay**)	\$60.00
<i>*Permit fee for major city development greater than \$20,000 may be assessed through consideration of locality, area used, duration and community benefit.</i>	
<i>** Parking bay is either clearly marked or if not marked the space available for a car in accordance with Australian Standard AS2890.5 (2.0m wide by 6m long).</i>	
<i>^ Applications greater than one day will be considered separately.</i>	
Bulk bin licence	
Application fee	\$67.00
Additional fees (per day per car space marked or unmarked as defined above)	\$60.00
Local Nuisance: Local Nuisance and Litter Control Act 2016	
Local nuisance exemption application (per application)	\$215.00
ENVIRONMENTAL AND HEALTH	
Food inspections - Food Act 2001 and Food Regulations 2017	
Small business (definition as per Food Act)	\$144.00
Other (definition as per Food Act)	\$361.00
Other	
Food auditing per hour	\$188.00
Desk top food audit per hour	\$100.00
Immunisation	\$21 service fee + cost recovery
Legionella water sampling	Cost recovery



**CITY OF HOLDFAST BAY
SCHEDULE OF FEES AND CHARGES 2024-25**

Description	Fee 2024-25 incl. GST where applicable
OTHER	
Impounding	
Impounding and public notice	Cost recovery
Towing	Cost recovery
Locksmith	Cost recovery
Other	
Compostable bags	\$3.00
CEMETERY CHARGES	
Interment rights in perpetuity	\$25,000.00
New or Renewal Lease	
- 25 year lease	\$3,150.00
- 5 year lease	\$640.00
Digging of Grave (burials) – <i>either new ground or a re-open of existing lease</i>	
- Baby grave 4'6" x 3'	\$820.00
- Child under 10 years (child depth)	\$1,100.00
- Single depth/standard grave size	\$2,320.00
- Double depth/standard grave size	\$2,750.00
- Triple depth/standard grave size	\$3,375.00
- Exhumations	POA
- Remove and replace ledger	\$740.00
- Remove concrete only	\$665.00
- Remove and replace concrete	\$1,500.00
- Lift and deepen	\$1,400.00
- Vault preparation and sealing	\$2,500.00
- Saturday surcharge	\$720.00
- Late fee after 3pm Monday to Thursday	\$450.00
- Late fee after 3pm Friday	\$630.00
- Excess soil removal	\$210.00
- Gravesite search (each additional search thereafter)	\$60.00
- Late notice (<48 hours notice)	\$345.00
Interment of cremated remains (<i>into grave site</i>)	\$560.00
Columbarium Wall Charges	
- Memorial rights in perpetuity (columbarium wall charges only)	\$16,700.00
- North Brighton wall	\$2,250.00
- King George Avenue wall	\$2,250.00
- St Jude's wall	\$2,250.00
- Standard 8 line computer set plaque	\$740.00
North Brighton MAS System Memorials	
- Memorial rights in perpetuity (North Brighton MAS Blocks only)	\$11,700.00
- Site fee - lease 50 years	\$2,750.00
- Plaque	\$640.00
Monumental Work Application Fees	
- New monument	\$225.00
- Addition to existing	\$105.00
Lease of Memorial Seats (10 Years)	
- Memorial seats along the foreshore	\$4,820.00
- Memorial seats on Council parks and reserves	\$3,250.00
Glenelg/Brighton seaside memorials - engraving	\$1,900.00



**CITY OF HOLDFAST BAY
SCHEDULE OF FEES AND CHARGES 2024-25**

Description	Fee 2024-25 incl. GST where applicable
OFF-STREET CAR PARKING (Hourly Rate)	
Ticket Parking Fees (per hour)^	
Elizabeth Street	
- Off-season (March to August)	\$3.50
- Peak-season (September to February)	\$3.70
Buffalo Car Park	\$2.30
Glenelg Cinema - Partridge Street	
- First two hours	No charge
- Third hour	\$3.50
- Fourth hour	\$4.30
- Subsequent hours	\$5.80
- Maximum fee	\$32.00
- Business permits*	\$5/day
Cinema Patrons	
- First four hours	No charge
- Subsequent hours	\$5.70
- Maximum fee	\$32.00
<i>*Eligibility at the discretion of the authorised officer</i>	
<i>^ Permits issued by council administration will receive parking at no charge in accordance with the permit conditions, this does not include residential or business permits.</i>	
ON-STREET CAR PARKING (Hourly Rate) ^	
Ticket Parking Fees (per hour) - Colley Terrace/Anzac Highway	
- Off-season (March to August)	\$3.50
- Peak-season (September to February)	\$3.70
Ticket Parking Fees (per hour) - New Locations	
- Off-season (March to August)	\$3.50
- Peak-season (September to February)	\$3.70
<i>*merchant fees or other fees may apply for ticket machines, this fee will be displayed on the ticket machine</i>	
Residential Parking Permits (per annum)	\$162.00
3P Parking (per annum)	\$162.00
Temporary Parking Controls (per parking bay, per day)	\$60.00
<i>^ Permits issued by council administration will receive parking at no charge in accordance with the permit conditions, this does not include residential or business permits.</i>	



**CITY OF HOLDFAST BAY
SCHEDULE OF FEES AND CHARGES 2024-25**

Description	Fee 2024-25 incl. GST where applicable
EVENT HIRE	
Minimum fee to cover administration costs	\$292.00
Vehicled display	
- Bond	Subject to event
- Hire	\$539.00
Small recreational events - (i.e. 50-200 core participants)	
- Bond	\$707.00
- Hire	\$707.00
Large events	
- Bond	Subject to event
- Hire	\$2,135.00
Commercial events	
- Bond	Subject to event
- Hire	\$2,883.00
Promotional activities (up to 4 hours)	
- Bond	Subject to event
- Hire	\$811.00
Promotional activities (full day)	
- Bond	Subject to event
- Hire	\$1,953.00
Hire of jetty (up to 4 hours)	
- Bond	Subject to event
- Hire	\$811.00
Hire of jetty (full day)	
- Bond	Subject to event
- Hire	\$1,953.00
Filming	
- Bond	Subject to event
- Low impact filming	\$292.00
- Medium impact filming	\$540.00
- High impact filming	Subject to event
Multi-day Events	
- Bond	Subject to event
- Low impact events	Starting from \$3,062 per week, or part thereof
- High impact events	Starting from \$3,835 per week, or part thereof
Road closures	Subject to event
Grass remediation levy	Subject to event
Event bins	\$18.00
<i>Note: Hire and Bond fees may change without notice - costs may vary depending on event requirements</i>	
Glenelg Town Hall pop up stalls	
- Small store - winter	\$192.50 per week
- Small store - summer	\$500.50 per week
- Large store - winter	\$280.50 per week
- Large store - summer	\$926.50 per week

Note: Any fees and charges not specified in this schedule that are specifically prescribed by legislation will be charged as per the legislation.

The statutory fees and charges listed may be amended at any time during the financial year. The Fees and Charges Schedule will be updated as statutory charges are amended.



CITY OF HOLDFAST BAY
SCHEDULE OF FEES AND CHARGES 2024-25
Partridge House

Description	Fee 2024-25 incl. GST where applicable		
	Private/Corporate Bookings (for weddings, children's birthday parties and memorial services please refer to our packages section)		Not For Profit & Community Benefit Events
	Mon-Fri MIN 2 HOURS	Sat, Sun, Public Holiday (minimum hire charge: 3 hours)	Mon-Thu Only UP TO 3 HOURS
Venue Only <i>(hirer responsible for all set up/pack down and clean up)</i>			
House			
Partridge Room/Kitchen (Rm 1)	\$130 - \$190 per hour	\$180 - \$230 per hour	\$85 - \$155 for up to 3 hours
Courtyard Room/Kitchen (Rm 3) and Library	\$130 - \$190 per hour	\$180 - \$230 per hour	\$85 - \$155 for up to 3 hours
Mayoresses Parlour	\$110 - \$150 per hour	\$120 - \$160 per hour	\$75 - \$155 for up to 3 hours
Garden Room incl. Kitchen (Rm 8)	\$120 - \$180 per hour	\$150 - \$200 per hour	\$85 - \$155 for up to 3 hours
Partridge Room, Courtyard Room, Library, Kitchen	\$240 - \$390 per hour	\$300 - \$400 per hour	\$180 - \$350 for up to 3 hours
Entire House/Exclusive Use	\$295 - \$450 per hour	\$395 - \$595 ph Max \$3000	\$330 - \$540 for up to 3 hours
Grounds			
Elm Tree Courtyard	\$100 - \$130 per hour	\$125 - \$230 per hour	\$70 - \$160 for up to 3 hours
Pond Lawn	\$100 - \$130 per hour	\$125 - \$230 per hour	\$70 - \$160 for up to 3 hours
House Lawn	\$100 - \$130 per hour	\$115 - \$225 per hour	\$70 - \$160 for up to 3 hours
Sun Dial Lawn	\$100 - \$130 per hour	\$115 - \$225 per hour	\$70 - \$160 for up to 3 hours
All reservable grounds areas [Rate = Elm Tree + Sun Dial Lawn]	\$200 - \$350 per hour	\$350 - \$550 ph max \$3000	\$175 - \$350 for up to 3 hours
Additional hire time			
Additional Options			
Staff assistance (set up / pack down furniture)	\$83-\$125 per hour	\$125-\$182 per hour	\$83
Cleaning	\$104	\$155	\$104
Wifi internet access	On application	On application	On application
Data projector and screen (flat rate)	\$100	\$100	Inc if available
Sound equipment incl. microphone & CD player (flate rate)	\$100	\$100	Inc if available
Lecturn (flat rate)	\$50	\$50	Inc if available
Wedding ceremony chairs (per chair)	\$5	\$5	\$5
Cocktail Table	\$25	\$25	\$25
Flower pedestal (per item)	\$10	\$10	Inc if available
Table linen (per item)	\$30 per cloth	\$30 per cloth	\$30 per cloth
Wedding arch/circle/sash	\$100	\$100	\$100
Smart TV Screen	\$200	\$300	\$300

Note:

- The actual price for each booking will be quoted on application and is calculated based on time of day, time of year, duration, requirements and opportunity cost
- Private & Corporate booking charge capped at \$1600 per room or \$2500 for entire house for up to 10 hours hire
- Prices for not for profit or small business bookings on a Friday, Saturday, Sunday or Public Holiday will be provided on application. Discounts may be given at the discretion of the Partridge House Manager
- Fees will be charged to the hirer if the venue is not left in a clean and tidy condition
- All bookings need to include time for set up/pack down and clean up
- Use of chairs and tables included in house venue hire charge
- Use of basic crockery, cutlery & glass ware included in venue hire charges for community bookings
- Additional charges apply for catering. Please refer to separate catering brochure for details of menu and pricing options
- Additional charges may apply to process applications for use of Partridge House or grounds by commercial photographers and professional entertainers.
- Not all areas in grounds can be booked (playground, rear oval and barbeque/picnic area cannot be booked) and will always be available for community use
- City of Holdfast Bay Ratepayers receive a 10% discount on venue hire for private bookings. Evidence required to receive ratepayer discount - event must be for the ratepayer or an immediate family member
- 25% non-refundable deposit required to confirm venue bookings



CITY OF HOLDFAST BAY
SCHEDULE OF FEES AND CHARGES 2024-25
Partridge House Packages

Partridge House Packages		Inclusions	2024-25 Venue Hire Fees incl. GST where applicable		
			Mon - Fri	Sat & Sun	Public Holiday
Weddings					
Ceremony only	2 hours exclusive use of reservable space in grounds or entire house, 24 chairs for guests, signing table and 2 chairs, photography permit, 3 reserved parking spaces, set up, pack down and clean up. 1 hour rehearsal prior to wedding day.		\$1,000	\$1,200	\$1,500
Ceremony and refreshment table	2.25 hours exclusive use of reservable space in grounds or entire house, 24 chairs for guests, signing table and 2 chairs, photography permit, 3 reserved parking spaces, set up, pack down and clean up. 1 hour rehearsal prior to wedding day. Drinks table with white cloth and silver tubs and ice set up for clients own drinks to be supplied for refreshments after the service. Glassware additional cost. POA		\$1,100	\$1,350	\$1,650
Reception only	6 hours exclusive use of entire house or reservable space in grounds, chairs and tables for up to 100 guests, photography permit, 3 reserved parking spaces, set up, pack down and clean up. Note: catering is an additional cost and is provided exclusively by Partridge House caterers - Instyle Catering (see brochure for details)		\$1,300	\$1,600 - \$1,800	\$1,800 - \$2,000
Ceremony + reception	Up to 8 hours from 4pm-midnight exclusive use of reservable space in grounds and house. 24 guest chairs, signing table and 2 chairs for ceremony, photography permit, chairs and tables for up to 100 guests, 3 reserved parking spaces, set up, pack down and clean up 1 hour rehearsal to be booked in with Partridge House. Note: catering is an additional cost and is provided exclusively by Partridge House caterers - Instyle Catering (see brochure for details)		\$2,000 - \$2,500	\$2,200 - \$3,000	\$3,000
Extended ceremony + reception	Ideal for a marquee or more elaborate reception set up. Up to 15 hours exclusive use of reservable space in grounds or entire house (typically 9am-midnight). 24 guest chairs, signing table and 2 chairs for ceremony, photography permit, chairs and tables for up to 100 guests, 3 reserved parking spaces, set up, pack down and clean up, 1 hour rehearsal to be booked in with Partridge House. Note: catering is an additional cost and is provided exclusively by Partridge House caterers - Instyle Catering (see brochure for details)		\$3,000	\$3,000-\$3,500	\$3,750
Private Events					
Day time event (before 5pm) <i>Valid only for bookings made within 3 months of the event date</i>	Up to 4 hours exclusive use of Partridge Room, Courtyard Room, Kitchen and front lawn, chairs and tables for up to 100 guests (indoor only)		\$650 - \$1,200	\$1,000 - \$1,500	\$1,000 - \$2,000
Evening event (after 5pm) <i>Valid only for bookings made within 3 months of the event date</i>	Up to 6.5 hours exclusive use of Partridge Room, Courtyard Room, Kitchen and front lawn, chairs and tables for up to 100 guests (indoor only).		\$700 - \$1,500	\$1,100 - \$1,750	\$1,200 - \$2,000
Memorial /Funeral Service					
Inside Partridge House					
Service only	2 hours including audio visual equipment, lecturn, flower pedestals, 3 reserved parking spaces, set up and pack away.		\$600-\$700		
Service & refreshments	2.5 hours including refreshments for up to 50, audio visual equipment, lecturn, flower pedestals, 3 reserved parking spaces, set up and pack away.		\$750-\$900		
Outside Under Elm Tree					
Service only	2.5 hours including audio equipment, lecturn, flower pedestals, 3 reserved parking spaces, set up and pack away.		\$700-\$900		
Service & refreshments	3 hours including refreshments for up to 50, audio equipment, lecturn, flower pedestals, 3 reserved parking spaces, set up and pack away.		\$1100-\$1200		

Note:

- Bookings may be for future financial years
- City of Holdfast Bay Ratepayers receive a 10% discount on venue hire for private bookings. Evidence required to receive ratepayer discount - event must be for the ratepayer or an immediate family member



**CITY OF HOLDFAST BAY
SCHEDULE OF FEES AND CHARGES 2024-25
Kauri Community & Sports Centre**

	Fee 2024-25 incl. GST where applicable		
	Private/Corporate Bookings		Not For Profit & Community Benefit Events
Hire Options	Monday-Friday Between 9am-5pm 10% surcharge after 5pm	Weekend 9am-5pm Or Public holiday 10% surcharge after 5pm	Monday-Friday 9am-5pm 10% surcharge after 5pm
Venue Only <i>(hirer responsible for all set up/pack down and clean up)</i>			
Function Room	\$290/day or \$190/4hrs	\$400/day or \$250/4hrs	\$240/day or \$140/4hrs or \$50/hr
Meeting Room	\$150/day or \$85/half day or \$32/hr	\$190/day or \$115/half day or \$50/hr	\$110/day or \$75/half day or \$30/hr
Additional Options			
Staff assistance (set up / pack down furniture)	\$50/hr	\$70/hr	\$50/hr
Cleaning	\$75/hr	\$115/hr	\$75/hr
Wifi internet access, Data projector, sound equipment including microphone & CD player	On application	On application	On application
Lecturn (flat rate)	\$30	\$30	\$30
Chairs (per chair)	\$5	\$5	\$5
Tables (per table)	\$30	\$30	\$30
Table with linen	\$45	\$45	\$45

Note:

1. The actual price for each booking will be quoted on application.
2. Minimum \$50 charge/booking for function room
3. Private & Corporate booking charge capped \$2500 for up to 10 hours hire
4. Prices for not for profit or small business bookings on a Weekend or Public Holiday on application.
5. Additional Fees will be charged to the hirer if the venue is not left clean and tidy
6. All bookings need to include time for set up/pack down and clean up
7. Use of basic crockery, cutlery & glass ware included in venue charges
8. Additional charges apply for catering
9. Pricing is reviewed annually with increases, if any, applied on 1st July