

Unity OF Melbourne
Venue Hire policies and pricing
4 Renown Street Burwood Vic 3125
Phone 03 9889 8503
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Venue fees & Charges effective 24th July 2022

Hire	Main Hall	Foundation Room
	60 Maximum seating	6 Maximum Seating
	Amounts include GST	
Day Rate (max 8 hrs)	\$ 330.00	\$ 150.00
Per Hour (min 2 hrs)	\$ 48.00	\$ 25.00
Insurance - Public Liability	\$ 50.00	\$ 25.00
Bond (Cheques preferred)	\$ 500.00	\$ 200.00
Use of Audio/Visual or any part of it (Main Hall)\$	60.00	
Fee for cleaning & re-setting of chairs if not done Satisfactorily by hirer (will be taken out of Bond)\$	300.00	\$ 100.00

Conditions of Hire

Cancellation Fee:

If a booking is cancelled within 1 month of the hire date a cancellation fee of 25% of the Hire fee will apply.

If a booking is cancelled within 2 weeks of the hire date a cancellation fee of 50% of the Hire fee will apply.

For cancellations less than 48 hours prior, the full hire will apply.

If a booking has to be cancelled due to a State Government enforced COVID19 lockdown or provision, the booking will be postponed (preferred) or cancelled (in which case a full refund will be offered to the hirer).

Bond:

The Bond is returned to the hirer if there is no damage, and satisfactory cleaning of the Hall and Kitchen are done and in order after the event.

Hire Rates:

Rates are reviewed twice a year, in July and January.

Payment:

Tentative bookings can be made on the phone.

A booking will be confirmed only on receipt of payment and this signed booking form.

In addition to the hire charge clients are required to pay a Bond.

Use of Hall:

Hirers are required to remove all items brought into the Hall.

No Smoking and no naked flames in the room.

No Animals are allowed in the Hall.

No Amplified music allowed without prior consent.

Public Liability Insurance (PLI):

In accordance with the conditions of our PLI Policy, if the hirer is a Commercial business operator, the business operator is required to have its own PLI. A copy of the PLI Policy must be provided before the booking can be confirmed. In this case the additional insurance fee will not be payable.

Cleaning & other items:

Hirers must clean up and leave the Hall and Kitchen in clean and good order.

Venue Hire Fees and Charges as of 24th July 2022.

Amounts include GST.

Cutlery and crockery, if used must be washed and dried and replaced back in the cupboards and drawers.

Alcohol is not permitted on the premises at this time.

Anticipated Booking details:

Date: Time: No. Hours. Fee:

Date: Time: No. Hours. Fee:

Date: Time: No. Hours. Fee:

Insurance: Bond: Fee:

Total Fee:

By signing this document, the hirer agrees to abide by all the above rules and conditions.

Unity Of Melbourne

Hirer:

Name:

Name:

Signature:

Signature:

Acceptance Date:

Date: