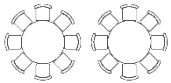
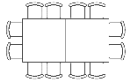
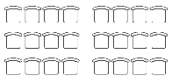
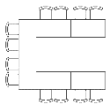


Geraldton Multi-Purpose Centre

Fees and Charges 2020/21

CAPACITY

STYLE	FUNCTION ROOM	MEETING ROOM	BOARDROOM	SEMINAR ROOM
Banquet 	80	25	-	-
Boardroom 	80	25	12	-
Theatre 	120	40	-	-
U-Shape 	80	25	-	12

DEFINITIONS OF ORGANISATIONS AND PRICES

Commercial: Commercial organisations, business or society; or private functions such as weddings, parties, etc.

	FUNCTION ROOM	MEETING ROOM	BOARDROOM	SEMINAR ROOM	KITCHEN
Per Day	\$926	\$346	\$420	\$300	\$210
Half Day	\$463	\$170	\$210	\$150	\$105

Community (Fee for Service): Community based association and/or organisation charging fee for service or tickets. For example, non-profit associations and/or service organisation charging fee for service or ticketed event for sport, educational institutions events.

	FUNCTION ROOM	MEETING ROOM	BOARDROOM	SEMINAR ROOM	KITCHEN
Per Day	\$518	\$115	\$168	\$100	-
Half Day	\$259	\$ 56	\$ 84	\$ 50	-

Community (Non-Profit): Community based service organisations entirely conducting a non-profit event. For example, church, service club, government, educational institutions where no fees for service or ticket event exists.

	FUNCTION ROOM	MEETING ROOM	BOARDROOM	SEMINAR ROOM	KITCHEN
Per Day	\$441	\$115	\$148	\$ 80	\$ 90
Half Day	\$221	\$ 58	\$ 78	\$ 40	\$ 47

All price include GST and are on a per day basis and half day is up to 5 hours. Set-up and clean up days are limited to 2 hours (if required): \$200 per day.

BONDS

Bonds will be reimbursed after the post-event inspection. Any damage to the property or equipment will be deducted from the bond.

TYPE OF SERVICE	BOND
Venue Bond all areas – NO alcohol	\$ 200
Venue Bond all areas – WITH alcohol	\$1,000
Venue Bond high risk functions – WITH alcohol	\$2,000
Boat Storage	POA

EXTRA COSTS

Below are the facilities, equipment and services which are NOT included in the hire fee and are charged at the stated rate per function including GST. Where the centre does not provide a service the hirer may arrange an external supplier at their own cost.

	COST
On-site Security	Hirer
Serving or Bar Staff	Hirer
Linen	Hirer
Technical assistance during the event (QPT Tech)	\$250 (4 hours)
Set-up and break down of the event	Hirer
Cleaning after the event	Hirer
Minimum staff requirements of full show on stage/when required for all commercial and community users	As calculated + 32%

POST EVENT CHARGES

It is the hirer's responsibility to ensure that all equipment used is returned to the correct storage areas and any utilities are switched OFF. Should the hirer fail to comply with these terms and conditions the following charges will apply;

	COST
Equipment relocation (minimum of 1 hour)	\$40
Air-conditioning	\$25 <i>per unit per day</i>
Lights	\$30 per day
Security call outs and staff call outs	Cost recovery
Cleaning call outs	Cost recovery

CANCELLATIONS

- Cancellations made within 14-30 days of the event, will incur a charge of **20%** of the hire fee.
- Cancellation made within 7-14 days of the event, will incur a charge of **50%** of the hire fee.
- Cancellation made within 7 days of the event, will incur a charge of **100%** of the hire fee.

FACILITIES INCLUDED

FACILITIES	FUNCTION ROOM	MEETING ROOM	BOARDROOM	SEMINAR ROOM
Reserve air-conditioning	✓	✓	✓	✓
Table and Chairs	✓	✓	✓	✓
x6 Cocktail Tables	✓	x	x	x
Crockery and Cutlery	✓	✓	✓	✓
Glassware	✓	✓	✓	✓
Serving Cutlery	✓	✓	✓	✓
Projector and Screen	✓	✓	x	x
TV Screen	x	x	✓	✓
Wi-Fi	✓	✓	✓	✓
Sanitation Services	✓	✓	✓	✓
Use of Cleaning Equipment	✓	✓	✓	✓
Use of Kitchen*	✓	✓	✓	✓
Ice Machine*	✓	✓	✓	✓
Hospitality Corner*	✓	✓	✓	✓

* Use of the Kitchen, the Ice Machine and Hospitality Corner is subject to availability.

HOSPITALITY CORNER	FUNCTION ROOM	MEETING ROOM	BOARDROOM	SEMINAR ROOM
Cutlery	120	30	30	30
Glassware	120	30	30	30
Cups and Saucers	80	15	15	15
Mugs	40	15	15	15
Beverage Jugs	6	3	3	3
Water Urn	1	1	1	1
Coffee Urn	1	1	1	1
Tea Pots	4	2	2	2
Tea Box (empty)	1	1	1	1

YOUR RESPONSIBILITIES

- The hirer is fully responsible to ensure all appropriate licenses are obtained, if alcohol is either consumed or sold on City property. Please refer to [E011 – Consent to consume Alcohol on Council property](#).
- The hirer is fully responsible to ensure all sub-contractors are certified by the Australian Workplace Standards.
- The hirer is fully responsible to ensure all appropriate permits are obtained, if food is being sold.

YOUR RESPONSIBILITIES continued

- The hirer is fully responsible for the setting up and breaking down of their function, this includes tables, chairs, decorations, crockery/cutlery etc.
- The hirer is fully responsible for ensuring all glassware, crockery and cutlery used from the venue are washed and put away in the storage area.
- Rubbish is to be disposed of in the waste disposal compounds and floors are to be swept and spillages mopped up. If the venue hire conditions are not adhered to a cleaning fee will be incurred and deducted from the bond.
- All suppliers of the hirer are to remove equipment from the venue immediately after the event, unless prior arrangements have been made with the booking officer.
- The hirer is responsible for the function and indemnifies the City in the case of an accident occurring. Proof of the hirer's insurance as detailed in the terms and conditions must be provided.
- The hirer is fully responsible for the public liability insurance to cover the event/function.
- No smoke machines or pyrotechnics are to be used in the GMC function spaces.
- As part of the induction process, clear access times to the venue will be negotiated.
- The hirer is fully responsible to ensure all technical equipment is brought along including connections for the HDMI inputs for the projectors & TV screens that are available within the rooms. It is highly recommended to test all equipment before your function/event begins to avoid disruptions.

City of Greater Geraldton

PO Box 101 Geraldton WA 6531

Geraldton Civic Centre T 08 9956 6600 F 08 9956 6674

Mullewa District Office T 08 9956 6643 F 08 9961 1206

E council@cgg.wa.gov.au W www.cgg.wa.gov.au

ABN 55 907 677 173

E020

Development & Community Services Department

TRIM REFERENCE

D-20-059496