

Unity of Melbourne (UoM)
4 Renown Street, Burwood 3125
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Venue Hire Fees and Charges as at 10 April 2016

Hire	Main Hall		Foundation Room	
		Maximum seating 180		Maximum seating 12
		Amounts include GST		
Day Rate (max 8 hrs)	\$	280.00	\$	150.00
Per Hour (min 2 hrs)	\$	40.00	\$	25.00
Insurance - Public Liability	\$	25.00	\$	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 by hirer (will be taken out of Bond)	\$	150.00		

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.

Bond

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

Rates

Rates are reviewed twice a year, in April and October.

Payment

Tentative bookings can be made on the phone.
A booking will be confirmed only on receipt of payment.
In addition to the hire charge clients are required to pay a Bond.

Use of Hall

Alcohol cannot be sold on the premises and may not be consumed on the premises by anyone under 18 years of age or without the prior consent of UoM.
Hirers are required to remove all items brought into the Hall.
No Smoking and no naked flames in the room.
Hirers must clean up and leave the Hall and Kitchen in order.
Cutlery and crockery used must be washed and put away or placed in the dishwasher and the dishwasher turned on.
No Animals are allowed in the Hall.
No Amplified music 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.