



Hire Rates for Walhalla Mechanics Institute

Hall - 4 hour block		\$200
Hall – per Day Maximum Seating for 72 at 12 portable tables. Venue Seating, no tables, maximum 85. Must set up and pack up in the time provided.	Same Day Hire – access negotiable Weddings, conferences etc: Access: In 12:00 pm day 1 Out 12:00 pm day 2.	\$550 per day \$550, or \$660 with use of Creek Cottage. Additional Time @ \$50 per hour or part thereof.
Hall – Community Use by not-for-profit Walhalla based community organizations. Other fund-raising and for profit community groups.	As agreed on a case by case basis. Open for discussion on a case by case basis.	Contact Walhalla Board of Management’s Manager responsible for the Mechanics Institute Hall - Bob McKee on 0407963176
Meeting Room Seats 10-15 at tables, or more without tables.		\$30 per three hour block - Extra time @ \$10 per hour. No additional charge when booked with a Hall Hire.
Public Liability Insurance Minimum \$20 Million cover.	Board arranges insurance cover. Hirer has own insurance – copy of insurance certificate must be presented at check in.	\$25 per booking. No charge when copy of the certificate is presented at check in.
Deposits – payable at time of booking		
	Hall	\$550
	Meeting Room	\$30
Full Payment - Balance		
Hall	7 days prior to booking day.	Credit Card Only
Meeting Room	7 days prior to booking day.	Cash, Debit or Credit Card
Bond – Hall Hire	Credit card only at check in; Refundable if no damage or additional cleaning is incurred.	\$500 Refund within 7 working days only after our satisfactory inspection.
Cancellation Fee No refund is cancelled within 7 days of hire date	Hall	\$100
	Meeting Room	\$10
Cleaning up after use	The Hirer is required to clean and return the room & kitchen and all equipment to the pre-hire clean state. All rubbish to be bagged for disposal.	Extra-ordinary cleaning will be charged at \$25 per hour. Breakages will be charged at replacement cost. Either or both will be deducted from the Bond prior to any refund.