



Ballarat Mechanics' Institute

Guide to Fees and Charges

NOTE: The minimum hire of any space is two (2) hours.

All booking requests should reflect time the space is required. eg: allow time for bump-in, preparation, setup, sound checks, bump-out etc.

	Room Hourly (base cost)	Room Daily (base cost, 10+ hours)
Minerva Space	\$100.00	\$1,000.00
Humffray Room	\$80.00	\$800.00
Hooper Room (currently unavailable)	N/A	N/A
Hugh Williamson Foyer	\$60.00	\$600.00

- Base room hourly rates do not reflect additional fees for cleaning, room prep, admin etc.
- BMI reserves the right to charge a bond on any booking at its discretion. All bonds are refunded after the event, less accrued costs (damage, cleaning, call-outs etc.) as per the Terms and Conditions of Hire.
- Cleaning fees may apply depending on the event and if excess cleaning is deemed to be required.
- Discounts are available to local community groups and not-for-profit organisations at the discretion of BMI Management.

Other Costs (refer to ‘Guide to Fees and Charges’ below)

- | | | |
|-------------------------|----------------|-----------------------------|
| - Technical assistance | - Call-out fee | - Tea and Coffee Facilities |
| - Liquor licence fee | - Room Setup | - Tables and Tablecloths |
| - Finishing kitchen use | - Piano tune | - Bar Staff Hire |

Please Note: These Room Hire Rates are to be used as a guide. BMI may alter the room hire rates at any time and without notice. All potential hirers will receive a fully itemised quote after an [online booking application](#) has been received through the BMI website.



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This list outlines the base price for extra fees and charges that may be applied or required for any booking at the discretion of BMI management.

Item	Indicative Price	Notes
Room Setup/Preparation	Event dependant 2 hour minimum charge	Room Setup will depend on many factors. This will usually be charged at an hourly rate (\$40.00ph). This is charged when the hirer requests for the room to be set-up a specific way, as per the Online Booking Form.
Any changes to Standard Lighting Rig	Event dependant 2 hour minimum charge	Changes to the standard rig (as detailed in the Equipment List and the BMI Technical Schedule) that needs to be performed by the venue technician will incur a fee, usually based on an hourly rate (\$45.00ph).
Liquor Licence/Corkage Fee	\$200.00	To use the venue licence. NO Spirits, Beer and Wine ONLY. Must have at least 1 RSA person for event. Hirer must follow the BYO Alcohol Policy . This fee is not charged if full bar service is provided by BMI (at the Venue Managers discretion).
Finishing Kitchen Use	\$150.00 minimum	This fee will be charged at the discretion of BMI Management depending on the level that the prep kitchen is being used.
Venue Technician	\$45.00ph	Venue Tech <u>assistance</u> . Required for events that are using BMI equipment (Audio, Lighting, AV) at the discretion of BMI Management. Minimum 3 hour shift. \$65.00ph Sundays and Public Holidays.
BMI Duty Manager	\$60.00ph	Duty Manager to supervise safety and technical aspects of venue. May be required at the discretion of BMI Management. Minimum 3 hour shift. \$75.00ph Sundays and Public Holidays.
Call-out Fee	\$120.00 minimum	Out of hours emergency duty manager call out.
Round Tables and Tablecloths	\$15.00 per table or \$150.00 for 10+ clothes	Cost price of cleaning tablecloths at commercial dry-cleaners. Black or white, round and trestle available.
Piano Tuning	\$150.00 - \$250.00	Cost price of piano tune by BMI contracted piano tuner
Tea and Coffee facilities	\$2.00-\$5.00 per expected guest	Urn and tea/coffee facilities, milk, and cups. Price dependant on level of service provided. Max 40 cups available.
Cleaning	Event Dependant	This fee will be charged at the discretion of BMI Management depending on the event.
Any other staff	\$45.00ph	Wait staff or bar staff for your private function. By request only. \$65.00ph Sundays and Public Holidays.