



Ballarat Mechanics' Institute

Room Hire Rates

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.

Minerva Space

Base Room Hourly: \$95.00ph (up to \$950.00 per day | Base cost only)
Venue Technician: \$40.00ph (mandatory when using audio or lighting)
Admin and Cleaning: \$50.00 minimum
Refundable Bond: \$350.00

Humffray Room

Base Room Hourly: \$75.00ph (up to \$750.00 per day | Base cost only)
Admin and Cleaning: \$40.00 minimum
Refundable Bond: \$250.00

Hooper Room

Base Room Hourly: \$65.00ph (up to \$650.00 per day | Base cost only)
Admin and Cleaning: \$30.00 minimum
Refundable Bond: \$200.00

Hugh Williamson Foyer

Base Room Hourly: \$55.00 (up to \$550.00 per day | Base cost only)
Admin and Cleaning: \$30.00 minimum
Refundable Bond: \$150.00

All Spaces

Room Setup (chairs and tables only): Event dependant

Out of Hours Opening: \$30.00 (if pre-arranged)

- Base Room Hourly rates do not reflect additional fees for cleaning, room prep, admin etc.
- All bonds are refunded after event, less accrued costs (damage, cleaning, call-outs etc).
- Cleaning fees are minimum amounts, and extra fees may apply dependant on event and if excess cleaning is deemed to be required.
- Discounts are available to local community groups at the discretion of BMI Management.

Other Costs (refer to *Guide to Fees and Charges* below)

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|-------------------------|----------------|-----------------------------|
| - 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. All bookings will receive a fully outlined quote after an online booking application is received.

Last updated: 06/2019
To be reviewed: 06/2020



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Guide to Fees and Charges

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
Piano Tune	\$150.00 - \$250.00	Cost price of piano tune by BMI Preferred Piano Tuner
Room Setup/Preparation	Event dependant	Room Setup will depend on many factors. Will usually be charged at an hourly rate (\$35.00ph)
Change to Standard Rig	Event dependant	Changes to the standard rig (as detailed in the <i>Equipment List</i> and the <i>BMI Technical Schedule</i>) that needs to be performed by the venue technician will incur a fee, usually based on an hourly rate (\$35.00ph).
Liquor Licence Fee	\$200.00	To use the venue licence. NO Spirits. Must have at least 1 RSA person for event. Not charged if full bar service is requested (to be run by BMI).
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.
Bar Staff/RSA Officers	\$50.00pp/ph	Min 2 bar staff per event. This only applies if you are supplying your own alcohol and require BMI Staff. Does not apply if the BMI are operating the bar and selling at bar prices.
Venue Technician	\$40.00ph (\$60.00ph Sundays)	Venue Tech <u>assistance</u> . Required for events that are using BMI equipment (Audio, Lighting, AV) at the discretion of BMI Management.
BMI Duty Manager	\$50.00ph (\$70.00ph Sundays)	Duty Manager to supervise safety and technical aspects of venue. May be <i>required at the discretion of BMI Management</i> .
Call-out Fee	\$100.00 minimum	Out of hours emergency duty manager call out.
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.
Round Tables and Tablecloths	\$10.00 per table (up to \$100.00 max)	Cost price of cleaning tablecloths at commercial dry-cleaners. Max 13 Tables/Table-clothes
Major ticketed event surcharge	10% of ticket sales (minimum)	This is applied on a case-by-case basis to large events at the BMI (additional to room hire fees). <i>This will be reviewed in 2020.</i>

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