



# 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** (refunded as per the Terms and Conditions of Hire)

### 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** (refunded as per the Terms and Conditions of Hire)

### Hooper Room (CURRENTLY UNAVAILABLE)

**Base Room Hourly: \$65.00ph** (up to \$650.00 per day | base cost only)  
**Admin and Cleaning: \$30.00 minimum**  
**Refundable Bond: \$200.00** (refunded as per the Terms and Conditions of Hire)

### 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** (refunded as per the Terms and Conditions of Hire)

### All Spaces

**Room Setup (chairs and tables only): Event dependant - see below**  
**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) as per the Terms and Conditions of Hire.
- 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)

- |                         |                |                             |
|-------------------------|----------------|-----------------------------|
| - 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 detailed quote after an online booking application is received.

Last updated: 04/2021  
To be reviewed: 04/2022



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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
<b>Piano Tuning</b>	\$150.00 - \$250.00	Cost price of piano tune by BMI Preferred Piano Tuner
<b>Room Setup/ Preparation</b>	Event dependant	Room Setup will depend on many factors. Will usually be charged at an hourly rate (\$40.00ph)
<b>Any changes to Standard Lighting Rig</b>	Event dependant	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 (\$40.00ph).
<b>Liquor Licence/Corkage Fee</b>	\$200.00	To use the venue licence. NO Spirits, Beer and Wine ONLY. Must have at least 1 RSA person for event. Not charged if full bar service is requested (to be run by BMI).
<b>Finishing Kitchen Use</b>	\$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.
<b>Bar Staff/RSA Officers</b>	\$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.
<b>Venue Technician</b>	\$40.00ph (\$60.00ph Sundays and Public Holidays)	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.
<b>BMI Duty Manager</b>	\$50.00ph (\$70.00ph Sundays and Public Holidays)	Duty Manager to supervise safety and technical aspects of venue. May be required <b>at the discretion of BMI Management</b> . Minimum 3 hour shift.
<b>Call-out Fee</b>	\$120.00 minimum	Out of hours emergency duty manager call out.
<b>Tea and Coffee facilities</b>	\$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.
<b>Round Tables and Tablecloths</b>	\$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.
<b>Major ticketed event surcharge</b>	10-20% of ticket sales	This is applied on a case-by-case basis to large events at the BMI (additional to room hire fees).

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