



Ballarat Mechanics' Institute

Guide to Fees and Charges

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 rate)	Room Daily (base rate, 10+)
Minerva Space	\$130.00	\$1,300.00
Humffray Room	\$100.00	\$1000.00
Hooper Room	\$100/3hr	\$25 for each additional hour
Basement/Heritage Reading Room	The use of these rooms requires additional resources and assessment. As such they are available through application and consultation only.	

- Registered Not-for-profit organisations and BMI community partners may receive a discount on room hire rates by application.
- Minimum hire times may apply at the discretion of BMI management.
- Base room hourly rates do not reflect additional fees such as 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, and less accrued costs (damage, cleaning, callouts 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.
- **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.
- A deposit must be made to confirm your booking, with 50% of the quoted amount payable prior to the event taking place.



Fees and Services

Item	Indicative Price	Notes
Room Setup/Preparation	Event dependent, \$55/hr	This is required when rooms and assets need to be moved/set up from one configuration to another (\$55.00ph).
Any changes to Standard Lighting Rig	Event dependent \$55/hr	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 prior to an event, and the restore to standard after.
Piano	\$300	Use of the BMI's piano is by arrangement; this cost includes booking and tuning fees by BMI contracted piano tuner
Liquor Licence/Corkage Fee	\$200.00	The BMI operates under a limited licence allowing the sale of beer and wine at our events. To sell alcohol at an event either BMI bar staff must be engaged or hire clients must provide a suitably trained and ticketed bartender and pay the corkage fees. All activities must comply with the BMI house policy for harm minimization and comply with relevant legislation. This fee is not charged if full bar service is provided by BMI (at the discretion of BMI management.)
Finishing Kitchen Use	\$150.00	This fee will be charged at the discretion of BMI Management depending on the level that the prep kitchen is being used.
Call-out Fee	\$150.00 minimum	Out of hours emergency duty manager call out.
Round Tables and Tablecloths	\$15.00/table	Cost price of cleaning tablecloths at commercial dry cleaners. Black or white, round and trestle available.
Tea and Coffee facilities	\$3.00/expected guest	Urn and tea/coffee facilities, milk, and cups.
Cleaning	Event Dependent	This fee will be charged at the discretion of BMI management depending on the event.
Booking and Admin	\$55	A flat fee covering booking and administration costs of developing and providing services at the BMI



Ticketing & Marketing

Clients who wish to engage the BMI in developing and managing the ticketing and/or marketing of their event is done by arrangement with costs discussed based on client requirements and complexities. Creation of assets for use in advertising, listing on the BMI website and Australian Tourism Data Warehouse listings etc.

Staffing Costs

BMI event staff are engaged under the Australian Live Performance Award (MA000081) with all penalties, fees and oncosts represented as per the award.

If an event requires BMI event staff this will be discussed when developing your quote. A minimum 3hr call is required for all shifts Monday through Saturday and a minimum 4hr call on Sundays.

All reasonable measures will be taken to reduce excess costs/overtime however if an event causes overtime to be incurred, this will be billed on to the client.

BMI Event Staffing Costs	Rate	Charge out Cost
	Regular hours min 3hrs	\$55.00
	Public Holiday min 4hrs	\$110.00
	Sunday min 4hrs	\$110.00
	Midnight to 7am	\$60.00
	5hrs no break X2	\$110.00
	8hrs x1.5	\$82.50
	10hrs x2	\$110



BMI Event Staff

BMI Duty Manager

The Duty Manager is responsible for ensuring access as well as a safe, secure and efficient event and environment for all staff, clients and members of the public attending events at the BMI.

This position May be required at the discretion of BMI Management.

Venue Technician

Required for events using BMI equipment (Audio, Lighting, AV) at the discretion of BMI Management.

Front of House

This position is responsible for assisting with ticketing, ushering and can be used to support the sale of merchandise.

Bar Attendant

Bar attendants are responsible for the operation of the bar and service of alcohol at BMI events, they can be engaged for events where the commercial bar is running or for drinks service at your event.