

# North Arm Cove Community Centre (S355) Management Committee

Hall fees and charges from

September 2024 – June 2025

**Booking Officer: Robyn Gee – 0412 154 421**

All fees shown below include GST. **Note:** Cleaning is the responsibility of the hirer. Failure to leave facilities in a neat & tidy condition will result in a \$55.00 per hour fee with a minimum of \$110.00.

**North Arm Cove Community Centre**  
**Payment Details Payment by Direct Deposit is preferred.**  
**Bank: Newcastle Permanent**  
**Account Name North Arm Cove Community Centre**  
**BSB 650300 Account 980408000**  
**Reference: Name of hirer**  
**Retain a copy of your receipt.**

Use for Elections State and Federal – all halls	\$1,258.00
Use for commercial auctions / sales (per day) all halls	\$426.50
A 25% reduction will apply for 5 days or more consecutive use	

Bond for <u>major</u> functions	\$500.00 NO GST
Smaller functions	<50 attendees = \$100 >50 up to 100 attendees = \$200
Refundable after satisfactory inspection of facility by authorised officer. Payable for all large events. Allow 14 days after event for payment process.	

Functions – weddings, parties, dances, discos, presentation nights	\$340.00 includes GST
Additional fee for kitchen and contents (crockery, cutlery, commercial refrigerator, stove, dishwasher, microwave, urn, coffee percolators)	<50 attendees = \$60 >50 up to 100 attendees = \$120

Any use – under 2 hours	\$20.00 includes GST
2 – 4 hours	\$80.00 includes GST
Full Day	\$160.00 includes GST

This includes Public and Service Club meetings, Community Groups, Church Services and Groups, School use, Charitable and Craft Groups, Recreational and Instructional Classes and 4WD / Caravanner Groups use of kitchen / toilet facilities etc). Key deposit refundable \$100.00

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### **Hirers booking the centre for 12 times or less per year.**

Community groups and private hirers of facilities owned by Council (not being a sporting body, club, association, corporation or incorporated body), who hire a Council facility for non-commercial or non-profit making purposes, for less than 12 times a year may be afforded cover under Council's Casual & Regular Hirers Liability Insurance Policy. Approval for this cover shall be granted in consultation with Council's Risk & Insurance Coordinator and if required with Council's Insurance Advisors. Initially contact should be made with the 355 Hall Committee for North Arm Cove by completing the booking form.

**Hirers booking the centre for more than 12 times a year** must provide a certificate of Public Liability Insurance either by way of affiliation with an appropriate Association or Organisation or through their own means. Hirers in this category may be eligible for a MidCoast Council (MCC) License to conduct their activities at a reduced rate for hire of the Hall. Hirers should discuss arrangements with the booking officer initially and the 355 Committee.

### **Relevant Documents:**

Third Party Risk Management and Insurance Requirements – Minute 90/17 24 May 2017.  
MCC Fees and Charges Report 2021/2022