

## HIRE FEE SCHEDULE

Effective from 1 January 2017

The Cockburn Wetlands Education Centre Inc is a not-for-profit organisation managed by the community providing landcare, environmental education and youth activities. Your hire fees help fund our operations.

The Centre is located in an A-class conservation reserve set aside for the protection of plants and animals. We welcome events that are compatible with the natural surroundings. Social functions are not accepted.

	Hourly rate (GST-inclusive)	
	Standard rate	Not-for-profit rate
<b>Meeting Room</b>	\$23	\$14
<b>Half hall</b>	\$26	\$16
<b>Hall</b>	\$32	\$19
<b>Exclusive bookings</b>	\$50	\$30
<b>Whole facility</b>	\$550	\$330
<b>Garden/BBQ/Kitchen hire</b>	\$23	\$14
<b>Garden/BBQ hire</b>	\$15	\$10
<b>Tea/coffee supplies</b>	\$2 per head	\$1.50 per head
<b>*Cleaning</b>	\$30	\$30

- Eligibility for not-for-profit rates requires a current Certificate of Incorporation.
- Cleaning is the responsibility of the hiree. \*Alternatively a cleaner can be booked on your behalf. Minimum 2-hour cleaning fee applies.
- Hourly rate is inclusive of setup and packup times.
- Setup and packup is the responsibility of the hiree.
- Kitchen, gallery and toilets are common areas (excepting exclusive bookings).
- Key collection is required during office hours, Tuesday to Friday, prior to the event.
- Maximum occupation of the building is 184 persons. POA for large events.
- Loud music and drumming causes injuries to wildlife in a neighbouring centre. Please discuss options with the Bookings Officer.
- Tea/coffee supplies can be provided. Please inform Bookings Officer.
- Equipment requirements (white board etc) to be discussed with Bookings Officer.