

**St John the Baptist Anglican Church, Canberra
Room Booking Rates 2010 (all charges include GST)**

Room	Weekday per hour (\$)		Weekend per hour (\$)	
	Long-term	Casual	Long-term	Casual
Gordon Arthur Hall	38	45	45	50
Robertson Room	30	35	35	40
Upper Room	15	20	15	20

Refundable bond for casual hirers \$250 (i.e. in addition to the above charges)

Additional charges as required

Public liability insurance cover	\$30
Kitchen (serving or preparing meals)	\$75
Public address system	\$100

Notes

1. Long-term hire is for 4 or more bookings. Casual hire is for up to 3 bookings.
2. Maximum charge for day and evening = 9 hours (no charge for further hours). Minimum period of casual hire booking for the Hall is 2 hours (3 hours Friday night and weekends).
3. The cost of hiring rooms includes free use of the kitchen for serving drinks. However, an additional charge of \$75 applies for use of the kitchen to prepare or serve meals (ie use of crockery, stove etc).
4. The full cost will be charged for cancellations less than one week before the event.
5. When catering is being provided by the Church at a cost to users there is no separate charge for the use of the Robertson Room or Gordon Arthur Hall.
6. Hirers are responsible for locking the premises properly, turning off the heating and for leaving rooms in the same condition as when found (ie the rooms must be clean and the furniture stacked). Hirers will be charged additionally for any extra expenses incurred from hiring out the rooms (eg in relation to security, heaters not turned off, cleaning, moving furniture, breakages etc), with the charge being deducted from the bond or recovered separately if greater than the bond.
7. Casual users need to pay in advance at time of booking. Regular users will be billed monthly or by other arrangement. A late payment fee of \$25 may apply for regular users who pay late.