

APPENDIX II MEETING ROOM HIRE RATES

The following rates apply to weekdays only

	All 3 rooms	Meeting Room 1	Meeting Room 2 or 3
Full day	\$825	\$550	\$275
Half day	\$550	\$385	\$165
Evening	\$550	\$385	\$165

* All prices are GST inclusive

* The rates listed are for Affiliates and Strategic Allies. A 20% surcharge is applicable for external groups.

Not included in cost:

- Catering other than water, tea and coffee

Meeting room 1 is equipped with a data projector, screen and lectern. Use of these is included in the hire cost.

Meeting room 2 and 3 are not equipped with AV equipment but it can be supplied upon request, for an additional fee.

Hire charges will apply for:

Laptop computer (with data cable)	Included
Data projector and screen for use in meeting room 2 or 3	Included
Radio microphones (both lapel and handheld available)	Included

Notes

Standard daytime hiring hours are from 8.00am to 5.30pm. Charges will apply for additional hours (\$75 per hour).

Half-day hiring hours are from 8.00 to 12.00pm or 1.00pm to 5.00pm (or other combinations by negotiation)

Evening hiring hours are from 5.30pm to 10.30pm. Additional charges will apply if ADAVB staff are required after 5.30pm (\$75 per hour) and is dependent upon availability of ADAVB staff.

Weekend hiring will usually only be approved for ADAVB, eviDent, Dental Health Foundation and Affiliate use. In addition to the room hire rate, an additional charge of \$75 per hour applies, and room availability is dependent upon availability of ADAVB staff. Weekend hiring for other purposes will be subject to CEO's approval and the conditions of this policy.

January 2025