

SCHEDULE FEE

Kingston Gardens Facilities	Date Required	Access Required From	Public Entry Time	Function Ceases At	Venue Vacated at
Auditorium					
Meeting / Conference Room					
Commercial Kitchen					
Foyer					
Recreation Room (Up-Stairs)with kitchenette					
Lounge Room					
Tennis Court					

Please Note: Ground Floor has the capacity to hold up to 300 people maximum.
Up-stairs has the capacity to hold up to 50 people maximum.

Kingston Gardens Facilities	Community (Not-for-Profit)	Commercial group
Auditorium	\$50.00 per/ hour	\$120 per/hour
Meeting / Conference Room & Non- Industrial Kitchen	\$20 per/ hour	\$25 per/ hour
Commercial Kitchen	\$25 per/ hour	\$40 per/ hour
Foyer & Non-Industrial Kitchen	\$20 per/ hour	\$35 per/ hour
Recreation Room (Up-Stairs)with kitchenette	\$25 per/ hour	\$35 per/ hour
Lounge Room & non-Industrial kitchen	\$20 per/ hour	\$25 per / hour
Tennis Court	\$ 8 per / hour	\$ 10 per / hour

- All Anxillary Rooms maximum fee \$100.00
- Commercial kitchen 5 hour block special \$180 or 8 hr block special \$300 (commercial group)
- Where approval is given for a group to meet regularly on a weekly / monthly basis, a reduced charged may be considered.
- To hire the facilities for half a day a flat rate can be paid for \$ 250 (for community groups) plus bond.
- Rooms with carpet – and food is consumed a small carpet cleaning fee applies. (between \$100 - \$200)

ROOM SET UP	<input type="checkbox"/> Theatre Style (rows of seats) <input type="checkbox"/> Conference Style ('U' shape) <input type="checkbox"/> Meeting Style (one table) <input type="checkbox"/> Class Style (tables and chairs)	Additional room set up requirements:
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EQUIPMENT REQUIRED (please tick appropriate box)		Check availability with booking officer. * Additional charges apply – please refer to Schedule of Fees.	
Chairs	<input type="checkbox"/>	*Data Projector	<input type="checkbox"/>
Tables	<input type="checkbox"/>	Portable Screens	<input type="checkbox"/>
*P.A. System	<input type="checkbox"/>	*Projector Screen	<input type="checkbox"/>
*Stage Lighting	<input type="checkbox"/>	Overhead Projector	<input type="checkbox"/>
* Piano	<input type="checkbox"/>	* VCR/DVD player	<input type="checkbox"/>
* Organ	<input type="checkbox"/>	Whiteboard	<input type="checkbox"/>

Additional Charge:-

- * Audio / Visual Equipment in Main Auditorium \$ 50.00
- * Audio / Visual Equipment in Meeting / Conference Room \$ 25.00