

**Swipe Card Fee** - \$15.00 (taken out of bond if card key not returned)

**Bond** (paid at time of booking) - **\$250.00**

**Rear hall hire (air-conditioned)** - **\$40.00 per hour**

**Auditorium hire (air-conditioned)** - **\$60.00 per hour**

**Kitchen hire** (not functioning, prep area only)  
Includes: dishwasher, cutlery and crockery - **\$50.00**

**Audio equipment hire** - **\$150.00**  
(Camera screens available by special agreement)

**Table & chairs hire** - **\$50.00**

**Items available include:** 48 trestle tables, 9 square tables, 5 round tables with 4 chairs per table, 200 plastic chairs (half green with arm rests, other half blue with no arm rests).

**Total auditorium hire cost is an aggregate of all the information provided and will be calculated once all the details are known. The amount of bond is directly related to the amount of risk of damage to the building. Bond for a private function can be up to \$500.**

## **Use of alcohol**

|              |   |
|--------------|---|
| Cleaning Fee | \$150.00                                      |
| Bond         | \$500.00 (refundable upon inspection of hall) |

As you are having alcohol at the event, you need to lodge your event with Queensland Police - <https://www.police.qld.gov.au/apps/reports/partySafe/>

We require a copy of the Party Safe registration before we can draw up a licence agreement.

## **Payment of Hire Costs**

All prices include GST with the exception of the bond which is **\$250.00**

Bond payment is required to be paid upon signing the licence agreement with the hiring fee due for payment 2 weeks prior to your event.

## Hours of Hire

7.00 am – 11.00 pm Monday to Saturday | 7.30 am – 10.00 pm Sunday

The venue is not available for hire for 18<sup>th</sup> or 21<sup>st</sup> birthdays, or over the Easter or Christmas period.

## Hire Requirements

- Equipment must be returned to storage area and stacked in the position as found
- Bookings will only be taken for blocks of time between start and finish as you will have sole access to the auditorium during your booking. If you would like extra time to setup and pack up, you must accommodate this time when selecting your hire times.
- All hirers are required to take out Public Liability Insurance\*
- All bins are to be emptied into the Brisbane City Council bins outside the building using the key provided
- If dishwasher is used it must be drained and turned off at the wall
- Clean venue floors, including mopping if required
- Check and wipe all benches in toilets and leave in a tidy state
- All decorations removed
- If bringing in electronic equipment, it must be tested and tagged
- All equipment brought onto the site must be removed at the end of the event
- All windows and door shut and locked
- All lights and fans turned off
- If the kitchen is used it must be left in the same condition as found
- Please provide your own tea towels, cleaning cloths and cleaning agents
- Provide your own disposable cups (if needed)
- We will supply basic cleaning equipment (broom, mop, bucket)
- Swipe card & key will be issued on the last business day prior to hire, please leave swipe card and keys issued at reception on exiting the building
- If you anticipate more than 50 people attending you will need to register your event with the Queensland Police. <https://www.police.qld.gov.au/apps/reports/partySafe/>. Sighting by Burnie Brae of this document is a condition of hiring.

## Public Liability Insurance\*

We will need to site your Public Liability Insurance. Public Liability Insurance is designed for professionals and volunteers who interact with customers or members of the public. It protects against claims of personal injury or property damage that a third party suffers (or claimed to have suffered) as a result of your business or volunteering activities.

As a hirer you must have public liability insurance for at least \$10,000,000.00 whilst hiring a venue. You must produce evidence of the insurance at the time of signing your Licence agreement. If you are a regular hirer you must ensure that your public liability is kept up to date and send renewals to Burnie Brae.

## Catering

There is basic catering equipment in the kitchen which you are free to use, please note there are no cooking facilities in the kitchen. You are welcome to bring your own heating equipment, and this equipment must be tested and tagged before use. We do have a walk in refrigerator in the kitchen, use of this area is by negotiation.