

# Fees and Charges

2018-2019

## Venues for Hire

The City of Norwood Payneham & St Peters offers a number of venues for hire, ideal for a range of events, including workshops, celebrations, exhibitions and concerts.

## Payneham Library Complex

Located at 2 Turner Street, Felixstow the Payneham Library and Community Facility is ideal for creating an excellent impression with clients or guests.

The Payneham Library and Community Facility is a contemporary building suitable for seminars, meetings or celebrations

The venue includes:

- upholstered chairs and flip top tables on wheels
- heating and cooling
- car parking for up to 150 vehicles is available
- kitchen facilities

## Payneham Library Complex

Charges Common to All Hires

Category	Fee (inc GST)	
Security Guard (as required)	\$60	per hour (minimum four (4) hours charged)
Key Deposit	\$20	per hire
Booking Deposit, refundable (no GST)	\$60	per hire
Security Deposit, refundable (no GST)	\$450	per hire
Bump In/Out prior to or after event	Min 2hr charge for room	

## Payneham Room

This room is 234m<sup>2</sup> with a table seating capacity of 160 people and lecture style capacity of 200 people. This room features lectern, microphone socket. Please note: hirers must supply own microphone. Semi-industrial kitchen with oven, dishwasher, microwave oven, fridge, boiling/cold water tap.

Category	Day Hire (inc GST)	Hourly Hire (inc GST)
Community Organisations	\$91.00	\$23.00
Not for Profit Organisations		
Private Celebrations	n/a	\$40.00
Workshops, Training, Meetings	n/a	\$50.00
All Other Hires (Monday to Friday)	\$265.00	\$65.00
Commercial Hire/Private Functions		
Private Celebrations	n/a	\$125.00
Workshops, Training, Meetings	n/a	\$150.00
All Other Hires	\$610.00	\$150.00

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## Payneham Library Complex (cont.)

### Torrens or Trinity Rooms

These rooms are 55m<sup>2</sup> with a table seating capacity of 20 people and lecture style capacity of 50 people. These room are available together with a kitchenette equipped with a small fridge and wall urn.

Category	Day Hire (inc GST)	Hourly Hire (inc GST)
Community Organisations	\$34.00	\$9.00
Non Profit Organisations		
Private Celebrations	n/a	\$15.00
Workshops, Training, Meetings	n/a	\$20.00
All Other Hires (Monday to Friday)	\$90.00	\$22.50
Commercial Hire/Private Functions		
Private Celebrations	n/a	\$45.00
Workshops, Training, Meetings	n/a	\$60.00
All Other Hires	\$250.00	\$65.00

NB: All three rooms can be hired (Payneham, Torrens & Trinity) to cater for up to 300 people at a cost of \$1,090 for all day use.