

## ROOM HIRE POLICY



### Areas for hire:

SBS Bank Meeting Room, Heafey Lounge, Foyer and Russell Henderson Art Gallery

### To liaise with:

I-site management when hiring out Foyer and Heafey Lounge areas (see 2012 MOU for details and appropriate procedure).

### Reasons to hire out space:

To raise the profile of Central Stories as the cultural hub of Alexandra;  
To encourage community interest in Central Stories;  
Additional income for the “Central Stories Museum and Art Gallery”

### All fees inclusive of GST

#### SBS Bank Meeting Room

There is an initial booking fee for all meetings of \$20. Thereafter a charge of \$15 per hour – up to a maximum daily rate of \$100 (plus booking fee, total \$120). Beyond 8 hours would incur hourly rate of \$15. All meetings outside of working hours, 9 am to 5 pm, will incur a call out open or lock up fee of \$10.

#### Heafey Lounge, Russell Henderson Gallery and Foyer

A set fee of \$150 per evening.

#### Equipment Hire

There will be a charge for equipment hire per day as follows:

\$30 for projector and screen  
\$30 for laptop  
\$10 for piano  
\$10 for use of stove.

Fees apply to all hirers with the exception of:

Museum Committee Meetings or in-house meetings (SBS Bank Meeting Room)  
Russell Henderson Art Gallery openings (in-house only), (SBS Bank Meeting Room and Heafey Lounge)  
Mark Wilson and other lunch time concerts (SBS Bank Meeting Room or Russell Henderson Art Gallery)  
I-site staff meetings

#### Room hire rates for regular/long term users

See attached. We are happy to negotiate with charitable not-for-profit organisations. Please contact our Administrator.

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