Venue Rental Rates
These rates are for the hiring of the venue only; they do not include costs for a technical support person to be on-call, dedicated client service/campus support staff, extra equipment, set-up/down, or cleaning.

<table>
<thead>
<tr>
<th>Venue Details</th>
<th>Full Day Rate</th>
<th>Half Day Rate</th>
<th>Weekends &amp; Public Holidays – Full Day Rate</th>
<th>Weekends &amp; Public Holiday – Half Day Rates</th>
<th>Ex GST</th>
<th>Ex GST</th>
<th>Ex GST</th>
<th>Ex GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Theatres with a capacity of between 300 – 500</td>
<td>$2520.00</td>
<td>$1440.00</td>
<td>$2820.00</td>
<td>$1740.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Theatres with a capacity of between 100 – 299</td>
<td>$1080.00</td>
<td>$720.00</td>
<td>$1380.00</td>
<td>$1020.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Theatres with a capacity of less than 100</td>
<td>$720.00</td>
<td>$480.00</td>
<td>$1020.00</td>
<td>$780.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collaborative Learning Space, Seminar &amp; Tutorial rooms with a data projector and computer</td>
<td>$600.00</td>
<td>$420.00</td>
<td>$900.00</td>
<td>$720.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collaborative Learning Space, Seminar &amp; Tutorial rooms without computer</td>
<td>$360.00</td>
<td>$240.00</td>
<td>$660.00</td>
<td>$540.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Administration Fees
A $200 (Ex GST) ancillary co-ordination fee is applicable to all bookings.
Late Change fee of $100 for changes to the original booking with less than one month's notice.
Cancellation fees:
- Less than 2 weeks' notice: 50% of the total hire fee
- More than 2 weeks but less than 3 weeks' notice: 40% of the total hire fee
- More than 3 weeks but less than 4 weeks' notice: 30% of the total hire fee

Client Service/Campus support (previously ‘Building Supervision’)
It is essential for a dedicated client service/campus support staff member to be present for all externally organised events and for internally organised events that public (non-university staff or students) can attend. If your event is across multiple buildings, the University may require more than staff member to be present. The client service/campus support staff member will arrive and unlock the venue(s) before the stated access time of the booking, and be in attendance for the duration of the event to provide ‘on call’ services and support. Charges will be calculated on a case by case basis depending on venues and times.

Equipment Hire
A limited number of trestle tables and urns are available for hire from the University. Any other equipment not already present in the venue(s) will need to be sourced by the client from an external provider.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trestle Tables</td>
<td>$20.00 + 10% GST</td>
</tr>
<tr>
<td>Urns</td>
<td>$20.00 + 10% GST</td>
</tr>
</tbody>
</table>

Further Information
Please contact Timetable and Venue Management
The University of Melbourne, Vic, 3010. Australia
Telephone: +61 3 8344 4490
Email: venue-management@unimelb.edu.au
Venue Details | Full Day Rate Ex GST | Half Day Rate Ex GST | Weekends & Public Holidays – Full Day Rate Ex GST | Weekends & Public Holiday – Half Day Rates Ex GST
---|---|---|---|---
Wilson Hall (dependent upon booking approval) | $2640.00 | $1680.00 | $2940.00 | $1980.00
Open Stage (dependent upon booking approval) | $1440.00 | $840.00 | $1740.00 | $1140.00
Asia Centre Yasuko Hiraoko Myer Room (dependent upon booking approval) | $960.00 | $600.00 | $1260.00 | $900.00
Old Physics Jim Potter Room | $960.00 | $600.00 | $1260.00 | $900.00
Old Physics Meeting Rooms | $480.00 | $300.00 | $780.00 | $600.00
Old Quad Moot Court Conference Room | $480.00 | $360.00 | $780.00 | $680.00

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Trestle Tables: $20.00 + 10% GST
Urns: $20.00 + 10% GST

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