**VENUE HIRE FEES
HAWKESBURY LEISURE & LEARNING CENTRE**

114 March Street, Richmond

Bookings: 02 4578 2072

The following items are included in the hire of the room:

* Tables & chairs 6-8 persons
* ZIP continuous hot water heater
* Easy disabled access

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| ROOM | CAPACITY | REGULAR HIRE(hourly) | CASUAL HIRE(hourly) | OTHER CONDITIONS |
| Activity 1 | 30 | $22.00 | $27.50 |  |
| Activity 2 | 30 | $22.00 | $27.50 |
| Activity 1 & 2 combined | 60 | $33.00 | $41.25 | 50% discount on 2nd room |
| Activity 3 | 40 | $22.00 | $27.50 |  |
| Studio | 50 | $22.00 | $27.50 |
| Meeting Room 1 | 10 | $22.00 | $27.50 |
| Meeting Room 2 | 15 - 20 | $22.00 | $27.50 |
| \*Café /lounge / courtyard | 100 |  | $55.00 | only hired after 4.00pm |

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| OTHER CHARGES |  | REGULAR HIRE | CASUAL HIRE | OTHER CONDITIONS |
| Full Day Hire | (all rooms) | $200.00 | $200.00 |  |
| Weekend Hire Surcharge | (all rooms) | 25% | 25% |  |
| Crockery / Cutlery | 0 – 100 people | $50.00 | $50.00 | per day |
| Crockery / Cutlery | > 100 people | $100.00 | $100.00 | per day |
| Data Projector / Screen |  | $50.00 | $50.00 | per day |

GST: All prices are inclusive of GST

Key Bond: If keys are issued a fully refundable key bond of $100 per key applies

Deposit: Bookings in excess of $100 require a holding deposit of $100

Payment: Full payment required for all bookings within 7 days,

or at time of booking if less than 7 days.

Please see our “Community Facilities: Terms & Conditions of Use” for the full terms & conditions of use.

**A Note on Fees & Charges**

Peppercorn Services Inc. is a non-profit organisation and we are registered for charitable purposes. These fees only part pay for the cleaning, repairs and maintenance of the premises.

**PLEASE NOTE:**
Venues available for hire from Peppercorn Services Inc. are owned by the Hawkesbury City Council. Peppercorn Services Inc. is the delegated manager of these venues.