



ROSTRATA FAMILY CENTRE INC

Prendwick Reserve, Prendwick Way, Willetton

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Hire Fee Schedule – Hire Policy - Appendix 3

1. Fees to be charged as laid out in the RFC's **Hire Fee Schedule – Appendix 3** (See Reverse).
2. New applicants are required to pay their account in advance, prior to commencement of hiring.
3. Casual bookings are required to be paid at time of booking.
4. **All accounts to be paid quarterly, or per term – in advance, as invoiced. Payment is due immediately upon the client's (your) receipt of the account ie:-**

Payment is due as soon as you are invoiced. Please pay as soon as possible.

5. Following an initial period of three months hire, the Client/User Group may be invited to apply for Membership of Rostrata Family Centre Inc - Management Committee. Agreement to take part in the Management Committee and the commitment to help manage the affairs of the RFC will result in the Client/User Group being charged a discounted hire fee of up to 50%. (As per the **Hire Fee Schedule- Appendix 3**).
6. To qualify for this discounted fee on an annual basis, it is required that the Client/User Group have consistent representation to at least 80% of meetings throughout the year, of which there are approximately 8 – 10.
7. Should the Client/User Group fail to achieve 80% attendance in any twelve month period they will be required to pay full hire rates for the following twelve month period. Attendance is assessed for all Member Clients/User Groups at each AGM.
8. Any User Group member/representative of the Management Committee who agree to nominate for, and are elected to, an Executive position on the Management Committee - specifically Chairperson, Secretary or Treasurer - will receive a further hire fee rebate for their group. Chair \$150, Secretary and Treasurer \$100 will be deducted from Hire Fee invoice per quarter/Term. – or \$0 Balance on Hire Fee invoice per quarter/Term, whichever is the lesser amount. This in recognition of the effort and time commitment to the community. (As per the **Hire Fee Schedule – Appendix 3**). Please see reverse



Hire Fee Schedule – Appendix 3 — Continued

* Please note: we do not charge or collect GST as we are non GST registered

Rates effective from 1 st October 2005	Activity Areas 1 & 2 (Each Side per hr)	Lounge & Meeting Rooms (each room per hr)	Kitchen per hr	Whole Hall per hr
Discounted* Not for Profit / Community - per hour	\$4.40	\$3.30	\$0.00	15.40
Standard Not for Profit / Community - per hour	\$8.80	\$5.50	\$0.00	30.00
Discounted* Commercial per hour	\$11.00	\$7.70	\$7.00	44.40
Standard Commercial per hour	\$16.50	\$11.00	\$11.00	66.00

Following an initial three month period, Clients/User Groups may opt to join the Rostrata Family Centre Management Committee and help to manage the affairs of the centre. The commitment to send consistent representation and to attend 80% of meetings per year (off which there are approx. 8-10) will result in qualifying for the lower Discounted* hire fee (may be up to 50%). This applies to Not for Profit / Community Groups as well as Commercial Clients).

There is a bond payable prior to hiring (fully refundable providing facilities are left in good order & all keys returned).

Full Hall (ACT 1 & 2) \$150.00

Half Hall (ACT 1 or 2) \$100.00

Meeting Room or Lounge Room \$ 50.00

Whole Facility \$250.00

* RFC Management Committee retains the right to vary these rates & amounts for individual users and/or groups according to the Committees discretion.

PLEASE NOTE:

Hirer/Client is required to provide a reasonable term of written notice of cessation of program to RFC Inc - ie: In the case of a permanent User Group which operates on a term by term or annual basis, a minimum period of notice of one term/quarter is required. This is to enable RFC Inc to advertise for another program to take its place as soon as possible.