

## Quay Pavilion

### Hire charges and information

Recreational activities, classes, meetings (hourly fee applies)

Shire Based Community Group/Not For Profit	Space	Rate 2023-24
Community groups / not-for-profit organisations: including charities, sports clubs and schools.	Entire Facility	\$12 / hour
Commercial Hirers	Space	Rate 2023-24
Commercial groups	Entire Facility	\$24 / hour

Functions, weddings, parties, major events (a flat rate rather than an hourly fee applies)

Group / Hirer / Function	Space	Rate 2023-24
Commercial Hirer: Half day functions – 2 to 5 hours (day bookings only)	Entire Facility	\$197.50
Shire Based Community Group/Not for Profit – 2 to 5 hours (day bookings only)	Entire Facility	\$99
Commercial Hirer: Half day functions - Standard function / party rate – 5 hours+	Entire Facility	\$306
Shire Based Community Group/Not for Profit – - Standard function / party rate – 5 hours+	Entire Facility	\$153

At the time of booking, the hirer must indicate the time they will be setting up and when they will be vacating the building. Details of Conditions of Hire are also available when making a booking.

Additional Costs	
A bond will be charged:	
<ul style="list-style-type: none"> <li>Functions without alcohol</li> </ul>	\$500 (no GST)
<ul style="list-style-type: none"> <li>Functions with alcohol</li> </ul>	\$1000 (no GST)
A cleaning fee for evening functions	\$218

Insurance
<ol style="list-style-type: none"> <li>1. Commercial hirers or incorporated bodies must provide a copy of their public liability Certificate of Currency when submitting their Facility Booking Form.</li> <li>2. Council's Community Liability insurance is available to casual, ad-hoc or regular users who do not have their own public liability insurance. Conditions apply – refer to 'Public Liability Insurance for hirers of Council owned or controlled facilities – FAQ':               <ol style="list-style-type: none"> <li>a. No cover is available where the hire is part of a festival, event, street party or rock concert;</li> <li>b. The hire involves any activity that is deemed to be dangerous or high risk as determined by Council officers;</li> <li>c. Discuss with the Facility Hirer and where agreed select the check box on the 'Facility Booking Form'</li> </ol> </li> <li>3. Council and its Officers will not be liable for any thefts or losses incurred by the hirer, his agents or staff during occupancy or for any equipment remaining on the premises after the hire period.</li> </ol>

Venue Specific Conditions
Hirers must leave the premises by 1am
Hirers wishing to book full weekends may do so upon application. An appropriate fee will be negotiated
<b>No teenage parties may take place at Council's halls</b>
Amplified music is not to exceed a reasonable level appropriate for the surrounding and local amenity. Under EPA noise guidelines, amplified sound is prohibited after 10pm Sunday to Thursday and 11pm Fridays, Saturdays & Public Holidays

## TO BOOK

Bookings managed by the Surf Coast Shire

1 Merrijig Drive Torquay Vic 3228

T. 5261 0600

E. [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au) | [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au)

## Privacy Statement

*Surf Coast Shire Council is committed to protecting all personal and sensitive information consistent with the Information and Health Privacy Principles set out in the Privacy and Data Protection Act 2014 and the Health Records Act 2001. The information on this form is collected for the hire of the facility but may also be used for a related purpose that would be reasonably expected. Information will not be disclosed to a third party unless Council is required to do so by law.*