

Room Hire Enquiry Form



CONTACT INFORMATION

Name:		
Organisation:		
Organisation Type:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Not-for-profit/community
Public Liability Insurance:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Phone:		
Email:		

ACTIVITY

Type of Hire:	<input type="checkbox"/> Meeting	<input type="checkbox"/> Function	<input type="checkbox"/> Other
Purpose of Hire:			
Total Attendees:			
Will attendees include children (under 18 years)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Hire Frequency:	<input type="checkbox"/> One-off	<input type="checkbox"/> Recurring	
Preferred date/s:			
Start time:		Finish time:	

VENUE REQUIREMENTS

Room Set-up:	<input type="checkbox"/> Tables & chairs	<input type="checkbox"/> Chairs only (lecture style)	
	<input type="checkbox"/> Standing	<input type="checkbox"/> Other: _____	
Facilities:	<input type="checkbox"/> TV/ AV equipment	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Kitchenette (tea, coffee)
	<input type="checkbox"/> Break-out space	<input type="checkbox"/> Full kitchen	Other: _____
Will you be serving food?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Will you be serving alcohol?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

Please return this form via email: office@canterburync.au

ROOM HIRE 2023 RATES

2023 Room Hire	Size m ²	Community/ non-profit	Business ongoing	Business casual	Weekend (3hr min)
Community Room 1 Multipurpose Carpet Max seated at tables: 25	40	\$30 p/h	\$35 p/h	\$50 p/h	\$175 (3 hrs) \$300 (day)
Community Room 2 Multipurpose Carpet Max seated at tables: 25	40	\$30 p/h	\$35 p/h	\$50 p/h	\$175 (3 hrs) \$300 (day)
Room 1 & 2 (Combined) As above Max: 75 standing	80	\$50 p/h	\$60 p/h	\$80 p/h	\$200 (3 hrs) \$400 (day)
Registered Kitchen Oven, cooktop, microwave dishwasher, sink Vinyl floor	15	\$30 p/h	\$35 p/h	\$45 p/h	\$175 (3 hrs) \$300 (day)
Community Rooms 1 & 2 with Registered Kitchen As above Ideal for functions	95	\$65 p/h	\$75 p/h	\$95 p/h	\$250 (3 hrs) \$500 (day)
Planning Room Small multipurpose Carpet Max seated at tables: 8	12	\$20 p/h	\$25 p/h	\$35 p/h	N/A
Art Room Multipurpose Vinyl floor Sink, outdoor terrace Max seated at tables: 20	48	\$30 p/h	\$35 p/h	\$50 p/h	\$175 (3 hrs) \$300 (day)
The Workshop Multipurpose Kitchenette Polished concrete floor Max seated at tables: 20	60	\$30 p/h	\$35 p/h	\$50 p/h	\$175 (3 hrs) \$300 (day)

NOTES

Weekend and function hire requests require a bond.

A full day rate is 9am to 5pm (8hrs).

Bookings requiring set up and pack down time will be charged for the total time required.

Please contact the Centre to discuss rooms, availability, and suitability, and allow us to find the best space for your activity. Rooms are available to view Monday to Friday, 9am to 4pm by appointment. Rates are negotiable for small Community groups with limited access to income.