



THE PALLIATIVE CARE HUB

2025 LICENSE FEE SCHEDULE

1. FEES

License fees are charged per half day (up to 3 hours) or full day hire (3 to 8 hours) and are inclusive of GST unless otherwise specified.

Room	Details	Fee – half day <i>Standard pricing</i>	Fee – full day <i>Standard pricing</i>	Fee – half day <i>Not for profit and community pricing</i>	Fee – full day <i>Not for profit and community pricing</i>
G1	Seats up to 40 theatre style	\$115.50	\$231.00	\$94.50	\$189.00
G2	Seats up to 40 theatre style	\$115.50	\$231.00	\$94.50	\$189.00
G1 & G2	Seats up to 90 theatre style	\$231.00	\$462.00	\$173.25	\$346.50
G3	Seats up to 10 (table may not be moved)	\$78.75	\$173.25	\$78.75	\$157.50
Medium (Family) Consulting Room		\$95.30	\$190.60	\$76.25	\$152.45
Small Consulting room		\$63.55	\$127.05	\$50.85	\$101.65
Clinical Room		\$35.30	\$190.60	\$76.25	\$152.45

*Please note: all hire fees are subject to an annual Consumer Price Index (CPI) increase. Adjusted fees will take effect on July 1 each year.

2. ADDITIONAL FEES AND CHARGES

a) Cleaning Fees

Room set up, pack up and clean up times are the responsibility of the Licensee and must be included in booking times.

If the venue is left in an unacceptable condition, additional cleaning fees will apply.

- Minimum cleaning fee: \$55
- Extensive cleaning (e.g., carpet stains, food mess): \$100

b) Call-Out Fees

The venue must be vacated by the specified booking time. If it is identified that the booking period has been exceeded, additional charges will be applied.

Failure to secure the building or vacate by the designated time will incur a call-out fee:

- Call-out by BHCI staff/security: \$55

c) Security Fees

External security may be required for specific functions as determined by BHCI.

- Security arrangement fee: As per external provider (minimum \$100)

d) Replacement/Damage Costs

The cost of repairing or replacing damaged or lost property will be passed on to the licensee.

- Damage assessment fee: \$50 plus repair/replacement costs.
- Replacement access card: \$60 per card

e) Technology/Equipment Use Fees

- Use of BHCI audio-visual equipment: \$25 per session.
- Technical support setup (if requested): \$50.

f) Late Payment Fee

Payments not received within 30 days of booking confirmation will incur a late fee of \$25.

g) Catering Surcharge

Groups exceeding 20 people: \$10 for tea, coffee, and milk supplies.

4. CHANGES AND CANCELLATIONS

Notifications of changes to bookings, including cancellations, must be submitted in writing (email acceptable) with a minimum of 7 days' notice.

If a notification is not provided within this timeframe, the Licensee may be charged according to the original booking time.

Cancellation Fees

- 14+ days before hire date: Full credit for the hire fees paid, valid for use within 12 months of the original booking date.
- 7-13 days before hire date: 50% credit for the hire fees paid, valid for use within 12 months of the original booking date.
- Less than 7 days before hire date: No credit provided

If any booking is cancelled due to BHCI functions or circumstances out of the hirer's control any fees paid shall be returned in full and/or alternative accommodation will be supplied.

PAYMENT INFORMATION

Payments are to be made 30 days prior to the commencement of the license period.

Payments are to be made via EFT/direct debit:

Bank: ANZ

Account Name: Ballarat Hospice Inc.

BSB: 013 516

Account Number: 295144086

Please attach a remittance advice or payment receipt to confirm your booking.

ENQUIRIES

For further enquiries, contact:

Email: admin@ballarathospicecare.org.au

Phone: 03 5333 1118