



THE PALLIATIVE CARE HUB

2026-2027 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 / Capacity	Half day hire fee <i>Standard pricing</i>	Full day hire fee <i>Standard pricing</i>	Half day hire fee <i>Not for profit & community pricing</i>	Full day hire fee <i>Not for profit & community pricing</i>
G1 Meeting Room	Seats up to 40 Theatre style / 14 Boardroom style	\$121.05	\$242.10	\$99.05	\$198.10
G2 Meeting Room	Seats up to 40 Theatre style / 14 Boardroom style	\$121.05	\$242.10	\$99.05	\$198.10
G1 & G2 Large Meeting Room	Seats up to 90 Theatre style / 35-45 Banquet style	\$242.10	\$484.20	\$181.55	\$363.15
G3 Boardroom	Seats up to 10 Boardroom style (table may not be moved)	\$82.55	\$181.60	\$82.55	\$165.05
Medium Consulting Room (Family Room)		\$99.85	\$199.75	\$79.90	\$159.75
Small Consulting Room		\$66.60	\$133.15	\$53.30	\$106.55
Clinical Treatment Room		\$99.85	\$199.75	\$79.90	\$159.75
<i>Fees are subject to an annual Consumer Price Index (CPI) increase, effective from 1 July each year, in line with the most recently published CPI data.</i>					

2. BOOKING PROCESS

2.1 Advance Bookings

All bookings must be requested in writing (email acceptable) **a minimum of 7 days in advance** and approved by Ballarat Hospice Care Inc. Bookings are subject to availability and operational requirements and are not confirmed until acknowledged in writing.

2.2 Booking Periods

Venue hire bookings may be approved for the following periods:

- Fortnightly bookings
- Monthly bookings
- Single or casual bookings are not applicable for ongoing or repeat bookings

Ongoing or repeat bookings must be scheduled in advance and may be reviewed periodically to ensure continued availability and operational suitability.

3. ADDITIONAL FEES AND CHARGES

4.1 Cleaning Fees

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

Additional cleaning fees (commencing from \$55) may be charged where rooms or facilities are not left in a clean and acceptable condition, including failure to return furniture to standard configuration or appropriately manage kitchen areas.

4.2 Damage or Replacement Costs

The Licensee is financially responsible for the repair or replacement of any property, equipment or fittings damaged or lost during the license period. Costs may include:

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

4.3 Call-Out and Security Fees

Call-out fees (commencing from \$55) will apply where costs are incurred as a result of the Licensee:

- Failing to secure the building
- Exceeding the approved booking time
- Requiring out-of-hours attendance by staff or security

External security may be required (as determined by BHCI) via an external provider (minimum \$100).

4.4 Additional Services

Fees may apply for additional services or resources not included in standard room hire, including extended access or special arrangements approved by Ballarat Hospice Care Inc.

- Audio Equipment Use: \$25 per session
- Technical Support (if requested): \$50
- Printing: \$2.00 per page full colour / \$1.50 per page black & white
- Catering Surcharge: \$10 for groups exceeding 20 people (tea, coffee, and milk supplies)

4. FEE REVIEW AND ADJUSTMENTS

All license fees are subject to an annual Consumer Price Index (CPI) increase, effective from 1 July each year, in line with the most recently published CPI data.

Ballarat Hospice Care Inc. reserves the right to review and update fees to reflect operational and cost requirements as per the License Agreement.

5. CHANGES AND CANCELLATIONS

Notifications of changes to bookings, including cancellations, must be submitted in writing (email acceptable) with a **minimum of 48 hours' notice**. Changes to bookings are not guaranteed and will be dependent upon availability.

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

5.1 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.
- 2-13 days before hire date: 50% credit for the hire fees paid, valid for use within 12 months of the original booking date.
- Less than 2 days (48 hours) 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 arranged.

6. PAYMENT TERMS

6.1 Payments

- All license fees must be **paid in full in advance**, a minimum of 7 days prior to the commencement of the license period.
- Where bookings are approved on a fortnightly or monthly basis, payment is required in full for the relevant booking period prior to commencement.
- Bookings are not confirmed, and access may be withheld, until full payment and proof of payment have been received by the due date.

6.2 Method of Payment

Payment must be made via **Electronic Funds Transfer (EFT)** to the bank account specified in the License Agreement as listed below.

Bank: ANZ

Account Name: Ballarat Hospice Care Inc.

BSB: 013 516

Account Number: 295144086

Description: Please include in the payment description - *“Room Hire[Date/s of hire period]”*

ENQUIRIES

For further enquiries, contact:

Email: admin@ballarathospicecare.org.au

Phone: 03 5333 1118