



**COOTAMUNDRA TOWN HALL  
FACILITIES QUOTE 2024/2025**

Name Applicant \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Name Insurance held in: \_\_\_\_\_

Company Insurance heldwith: \_\_\_\_\_

**\*\*\*\*\*MUST BE SUPPLIED WITH FINAL PAYMENT OR BOOKING  
WILL NOT BE FINALISED\***

Address of Applicant: \_\_\_\_\_ Contact \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_ Date of \_\_\_\_\_

Function: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Dates & times for Set up: \_\_\_\_\_ Dates & times for Rehearsals: \_\_\_\_\_

Approx. No.of Guests/Audience: \_\_\_\_\_

**\*\*PLEASE NOTE; IF THE BAR AREA IS HIRED A LIQUOR LICENCE MAY BE REQUIRED.**

VENUE	Cost Per Day	No. of Days	Tot
Town Hall	\$736		\$
Town Hall & Bar	\$945		\$
Town Hall & Civic Hall	\$1030		\$
Town Hall & Civic Hall & Bar	\$1200		\$
Town Hall & Civic Hall & Kitchen	\$1200		\$
Town Hall Civic Hall Bar & Kitchen	\$1505		\$
Civic Hall & Kitchen	\$736		\$
Set up/ Rehearsal- Price Dependent on time and facilities required—Refer Attached	\$	Hours/Days required	\$
Piano (MUST REMAIN ON STAGE)	\$110		\$
Closure of Council Car Park	\$231		
Additional requirements to above will be charged on an "At Actual Cost basis"	\$		\$
<b>TOTAL AMOUNT:</b>	\$		\$
<b>LESS ADJUSTMENTS-COMMUNITY DISCOUNT</b>	\$		\$-
<b>TOTAL BOOKING FEES</b>	\$		\$
LESS DEPOSIT- 50% TO BE PAID AT TIME OF BOOKING-(Booking will be held for 4 weeks as "tentative" and then cancelled if deposit is not received)	\$		\$
<b>BALANCE OWING: MUST BE PAID IN FULL 6 WEEKS PRIOR TO EVENT – IF BOOKING IS MADE WITHIN 6 WEEKS FULL PAYMENT MUST BE PAID AT TIME OF BOOKING</b>	\$		\$ ****

**PLEASE SEE OVER PAGE**

**PLEASE INDICATE IF YOU REQUIRE ANY OF THE FOLLOWING:**

Change rooms	Yes	No
Lighting System	Yes	No
PA System	Yes	No
Stage area	Yes	No
Table & chair setup	Yes	No
Theatre seating setup	Yes	No
Additional Requirements		

**OFFICE USE ONLY**

Entered in Calendar .....Initials.....

Customer Advised of all Conditions Above.....

Deposit Received (Y/N) Receipt Number.....Amount \$.....

Balance Owing -Diarised For Follow

Up...../...../.....Init.....Amount \$.....

Balance Received.\$...../...../.....Init.....

Written Request received regarding Community Discount.....

Insurance - Certificate of Currency received.....

Confirmation Letter sent. ....

Copy given to Town Hall Caretaker.....

Name	Year 23/24 Last YR Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Unit
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## Sports Stadium [continued]

School groups use with equipment (per hour - minimum 15 kids)	\$6.00	\$7.00	per child
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## FACILITIES AND ROOM HIRE

Bookings will only be confirmed when the fee is paid in full.

If a cancellation is made more than 6 weeks prior to the event, a full refund will be given and cancellations received after this time will incur a charge of 50% of the fee.

All breakages and cleaning costs are to be paid for as per Council's hiring agreement.

Bonds - Full refundable upon assessment of condition of the premises, post hire period.

## Cootamundra Showground

Alan Elliott Pavilion (Per day)	\$0.00	\$300.00	
Camping during events - Powered (per day/night)	\$0.00	\$20.00	
Camping during events - Un-powered (per day/night)	\$0.00	\$10.00	
Full Grounds		POA	
Half Ground		POA	
Hire - Bond (fully refundable upon assessment of condition of the premises, post hire period)	\$0.00	\$600.00	
Luncheon Pavillion	\$0.00	\$400.00	
Ned Steiger Pavilion (per day)	\$0.00	\$400.00	

## Cootamundra Town Hall

Community/Not-for-profit organisations may be eligible for a Council donation of up to 50% of the General usage rate and the Area hired with equipment set-up/ remaining in place rate, upon written request and approval.

Cootamundra Town Hall - Bond (Fully refundable upon assessment of the condition of the premises, post hire period.)	\$0.00	\$600.00	
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Name	Year 23/24 Last YR Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Unit
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### General usage during function

Town hall only	\$688.00	\$736.00	per day or part day
Town hall and bar	\$883.00	\$945.00	per day or part day
Town hall and civic hall	\$963.00	\$1,030.00	per day or part day
Town hall and civic hall and bar	\$1,122.00	\$1,200.00	per day or part day
Town hall and civic hall and kitchen	\$1,122.00	\$1,200.00	per day or part day
Town hall and civic hall and bar and kitchen	\$1,405.00	\$1,505.00	per day or part day
Civic hall and kitchen	\$688.00	\$736.00	per day or part day
Council office car park closure, or part closure	\$216.00	\$231.00	per day or part day

### General usage to reserve, set-up and rehearse

General usage where area hired is cleared at end of hire period

#### *Area hired and cleared at end of hire period*

Town hall only	\$30.00	\$32.00	per hour
Town hall and bar	\$37.00	\$40.00	per hour
Town hall and civic hall	\$44.00	\$47.00	per hour
Town hall and civic hall and bar	\$44.00	\$47.00	per hour
Town hall and civic hall and kitchen	\$44.00	\$47.00	per hour
Town hall and civic hall and bar and kitchen	\$58.00	\$62.00	per hour
Civic hall and kitchen	\$30.00	\$32.00	per hour

Name	Year 23/24 Last YR Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Unit
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### Area hired with equipment set-up / remaining in place

Town hall only	\$341.00	\$365.00	per day or part day
Town hall and bar	\$443.00	\$474.00	per day or part day
Town hall and civic hall	\$485.00	\$520.00	per day or part day
Town hall and civic hall and bar	\$560.00	\$600.00	per day or part day
Town hall and civic hall and kitchen	\$560.00	\$600.00	per day or part day
Town hall and civic hall and bar and kitchen	\$705.00	\$755.00	per day or part day
Civic hall and kitchen	\$345.00	\$370.00	per day or part day
Council office car park closure, or part closure	\$217.00	\$232.00	per day or part day

### Additional services

Where there are additional requirements in conjunction with the hire of the hall, for example the erection of a marquee, a fee will be charged to cover costs such as cleaning and restoration.

Additional service fee	Private Work Rates		
Piano	\$102.00	\$110.00	per day
Piano usage charged per day on which there is a performance.			
Call Out Fee for Caretaker – after hours	Private Work Rates		per hour

### Markets

Market bookings are taken during winter months, June, July, August. Only one market is allowed to hire Council facilities on any day or weekend. No market bookings will be taken after discos, balls, or other major functions.

Civic hall only 8.00am to 6.00pm	\$1,021.00	\$1,093.00	
Town hall only 8.00am to 6.00pm	\$1,760.00	\$1,885.00	