



1. Fees to be charged as laid out in the RFNC's **Hire Fee Schedule – Appendix 3** (See Reverse).
2. New applicants are required to pay their account in advance, prior to commencement of hiring.
3. Casual bookings are required to be paid at time of booking.
4. **All accounts to be paid quarterly, or per term – in advance, as and when invoiced. Payment is due immediately upon the client's (your) receipt of the account ie:**

Payment is due as soon as you are invoiced. Please pay as soon as possible.

5. Following an initial period of three months hire, the Client/User Group may opt/ be invited to apply for Membership of Rostrata Family & Neighbourhood Centre Inc - Management Committee. Agreement to participate in the Management Committee and the commitment to help manage the affairs of the RFNC and support major events will result in the Client/User Group being charged a discounted hire fee of up to 50%. (As per the **Hire Fee Schedule- Appendix 3**).
6. To qualify for this discounted fee on an annual basis, it is required that the Client/User Group have consistent representation to at least 80% of meetings throughout the year, of which there are approximately 8 – 10.
7. Should the Client/User Group fail to achieve 80% attendance in any twelve-month period they will be required to pay full hire rates for the following twelve-month period. Attendance is assessed for all Member Clients/User Groups at each AGM.
8. Any User Group member/representative of the Management Committee who agree to nominate for, and are elected to, an Executive position on the Management Committee - specifically Chairperson, or Treasurer - will receive a further hire fee rebate for their group. Chair \$150, Treasurer \$100 will be deducted from Hire Fee invoice per quarter/Term. – or \$0 Balance on Hire Fee invoice per quarter/Term, whichever is the lesser amount. This in recognition of the effort and time commitment to the community. (As per the **Hire Fee Schedule –Appendix 3**).

Please see reverse



Rostrata Family & Neighbourhood Centre Inc. Hire Fee Schedule – Appendix 3 — Continued

* Please note: these fees **do** include 10% GST

Rates effective from 01 st January 2026	Activity Areas 1, 2 or 3 (per hour ea) Max 60 ppl	Learning Area (per hour) Max 25 ppl	Meeting Room 2 Large (per hour) Max 15 ppl	Meeting Room 1 Small (per hour) Max 8 ppl
Discounted* Not for Profit / Community – per hour	\$8.40	\$7.55	\$6.30	\$4.75
Standard Not for Profit / Community - per hour	\$16.80	\$12.60	\$10.50	\$7.90
Discounted* Commercial per hour	\$21.20	\$18.90	\$15.75	\$11.95
Standard Commercial per hour	\$28.00	\$25.20	\$21.00	\$15.75

PLEASE NOTE: Bookings of *meeting rooms* are for full hours only.
No half hours charged.

Following an initial three-month period, Clients/User Groups may opt/be invited to join the Rostrata Family & Neighbourhood Centre Management Committee and help to manage the affairs of the centre. The commitment to send consistent representation and to attend and participate in 80% of meetings per year (of which there are approx. 8-10) will result in qualifying for the lower Discounted* Hire fee (may be up to 50%). This applies to Not for Profit / Community Groups as well as Commercial Clients).

There is a bond payable prior to hiring (fully refundable providing facilities are left in good order & all keys returned and account is paid in full).

Full Hall (ACT 1 & 2) \$150.00

Activity Area \$100.00

Learning Area or Meeting Room 1 or 2 \$ 50.00

Whole Facility \$300.00

* RFNC Management Committee retain the right to vary these rates & conditions for individual users and/or groups according to the Management’s discretion.

PLEASE NOTE:

Hirer/Client is required to provide a reasonable term of written notice of cessation of program to RFNC Inc.

ie: In the case of a permanent/ongoing User Group which operates on a term by term or annual basis, a minimum period of notice of one term/quarter is required. This is to enable RFNC Inc to advertise for another program to take its place as soon as possible.