

# OXLEY SHIRE HALL HIRE INFORMATION



Enquiries regarding bookings of the Oxley Shire Hall can be made by phoning 0437 243 583 or emailing [oxleyhall@gmail.com](mailto:oxleyhall@gmail.com). Information and photographs of the hall can be found on our website at [www.oxley.vic.au](http://www.oxley.vic.au). The Committee looks forward to assisting with your hire enquiry and welcomes enquiries from not-for-profit community groups.

## *HIRE FEES AND CHARGES (June 2017-June 2018)*

<b>Meetings of community organisations</b>	\$30.00
<b>Evening meetings</b>	\$30.00 per hour
<b>Half day</b> (maximum 3 hours)	\$90.00
<b>Full day</b> (9am to 5pm)	\$180.00
<b>Evening function</b> (5pm to 12am)	
– Friday and Saturday	\$240.00
– Sunday to Thursday	\$180.00
<b>Function</b> (24 hours. eg.10am Saturday - 10am Sunday)	\$350.00
<b>Major event</b> (10am Friday – 2pm Sunday)	\$700.00

### *Conditions of hire:*

1. A refundable bond of \$400.00 is required for all bookings.
2. Hire for Full day, Half day or Evening functions cannot be linked on consecutive days in the same booking. Your booking will automatically be charged at the Function (24 hour) rate.
3. The use of the kitchen, trestles and meeting chairs are included in the hire rates.
4. The hall must be cleaned at the end of the hire period and cleaning requirements must be adhered to. Cleaning charges (\$25.00 per hour) can be deducted from the bond if hirers do not wish to clean the Hall themselves after the event.
5. The Major event rate includes use of formal dinner chairs and 3 hours cleaning after event. If further cleaning is required, it will be deducted from the bond.
6. Rates are inclusive of GST and Insurance.
7. A Fee will be charged if a confirmed booking is cancelled.
8. The Hall Committee retains discretionary powers to vary the Rates and Bond.

### *Furniture and equipment hire for out of hall use:*

Chairs (\$1.00 each), trestles (\$5.00 each) and urns (\$10.00 each) are available for hire for your personal function.