

LONGFORD MEMORIAL HALL COMPLEX 2025/26

Note: Fees and charges marked with an Asterik * are GST Free

Basis		Fee
Function Room, Main hall - Social Functions		
Function Room (Including kitchen)	Per hour	\$82.00
Function Room (Including kitchen)	Half day	\$363.00
Function Room (Including kitchen)	Full day	\$751.00
Full Facility (excluding meeting rooms)	Half day	\$504.50
Full facility (excluding meeting rooms)	Full day	\$1046.95
Function Room Conferences/Community Event		
<i>(does not include kitchen/Annex/Meeting Rms)</i>		
	Per Hour	\$53.00
	Full day	\$333.00
	Half day	\$234.00
Add Tea/coffee/Milk/paper cups -basic sachets	Per person	\$2.50pp up to 20 ppl then \$1 per person there after
Setup/down Function room (Major meeting/Conferences/Social Function)	Per hire	\$47.00
Use of AV equipment	Per hire	\$23.40
Annex - Social Functions / Conference		
Annex Only	Half day	\$141.50
Annex Only	Full day	\$295.65
Meeting Room 1 (Capacity 14)		
Large meeting room (no bond required)	Per hour	\$30.00
Use of AV equipment	Per hire	\$20.00
Add Tea/coffee/Milk/paper cups -basic sachets	Per person (minimum 7)	\$2.50
Meeting Room 2 (Capacity 8)		
Small meeting room (no bond required)	Per hour	\$25.00
Use of AV equipment	Per hire	\$20.00
Add Tea/Coffee/Milk/Paper cups/Sachets	Per Person (Minimum 4)	\$2.50
Kitchen Only		
	Per Hour	\$40.00
	Half day	\$144.00
	Full day	\$288.00
Catering - We have a list of Local Catering suppliers available upon request for meetings.		
Additional Charges:		
Cleaning		
Meeting Room 2	Per meeting	\$20.00
Meeting Room 1	Per meeting	\$40.00
Events/Conferences/Functions	Per event	\$120.00
Security Call Out fee / Non-Emergency Call out		
Including non-emergency call out to out of hours Officer	Per call out	At Cost
Bond (refundable)		
Damage bond where alcohol IS served		\$500.00
Insurance		
- Meeting		\$5.00
- Non-alcohol function		\$15.00
- Alcohol function		\$50.00
NOTES:		
Local Residents receive a 25% discount of on all hire fees		
Charitable & Not for Profit receive a 10% Discount		
Earlier Departure means no change in fees		