

# LONGFORD MEMORIAL HALL COMPLEX 2024/25

Please contact the Booking Officer on 6397 7303 to confirm costs for your event/meeting.

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

	Basis	Fee
<b>Function Room, Main hall - Social Functions</b>		
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
Conferences/Community Event	Per Hour	\$53.00
	Full day	\$333.00
	Half day	\$234.00
Setup/down Function room (major meetings/conferences)	Per hire	\$47.00
Use of AV equipment	Per hire	\$23.40
<b>Annex - Social Functions</b>		
Annex Only	Half day	\$141.50
Annex Only	Full day	\$295.65
<b>Meeting Room 1 (Capacity 14)</b>		
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 8)	\$2.50
<b>Meeting Room 2 (Capacity 8)</b>		
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
<b>Kitchen Only</b>		
	Per Hour	\$40.00
	Half day	\$144.00
	Full day	\$288.00
<b>Catering - We have a list of Local Catering suppliers available upon request for meetings.</b>		
<b>Additional Charges:</b>		
<b>Cleaning</b>		
Meetings/Meeting Rooms	Per half hour	\$20.00
Meetings/Meeting Rooms	Per hour	\$40.00
Events/Conferences/Functions	Full Facility	\$120.00
<b>Security Call Out fee</b>		
	Per call out	At Cost
<b>Bond (refundable)</b>		
Damage bond where alcohol IS served		\$500.00
<b>Insurance</b>		
- Meeting		\$5.00
- Non-alcohol function		\$15.00
- Alcohol function		\$50.00
<b>NOTES:</b>		
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		