



2019 Black Box Hire Charges

Minimum booking time is 1hr during the day and 3hrs for evening bookings after 4pm
 All Burrinja staff are charged at a minimum of 3 hrs. Penalty rates will apply to public holidays and time worked after midnight.

Room will **not** be set up unless requested
 Ensure times booked include your setting and packing up time

All prices subject to GST

All prices are subject to change without notice

	Not for Profit Groups	Community i.e Dance/Calisthenics/ Schools/ Local Government	Commercial and Private Functions
Venue Cost	Per hour	Per Hour	Per Hour
Daytime 9am – 4pm	\$27	\$41	\$59
Evenings from 4pm includes a duty manager	\$54	\$63	\$93
Room set up charge if required	\$40 flat rate	\$45 flat rate	\$55 flat rate
Equipment			
Projector	\$25 flat rate per day		
Staffing			
	Technician available on request Technician: \$45p/hr Duty Manager: \$45p/hr Ushers: \$37p/hr For events after 4pm a Duty Manager is included in venue hire rate		
Sunday and Public Holiday Rates	Technician: \$67 p/hr Ushers: \$55 p/hr Events after 4pm : an addition \$25 per/hr will be charged for the Duty Manager		

Ticketing if required			
<p>Includes: website listing Phone, online and in person service Box office staff for event</p>	<p>\$2.25 per ticket sold \$1.00 per complimentary ticket issued</p> <p>If your ticketing structure includes tickets at \$35 per person or over Ticketing will be charged at the commercial rate of \$3.25</p>	<p>\$2.50 per ticket sold \$1.00 per complimentary ticket issued</p> <p>If your ticketing structure includes tickets at \$35 per person or over Ticketing will be charged at the commercial rate of \$3.25</p>	<p>\$3.25 per ticket sold \$2.00 per complimentary ticket issued</p>
Catering			
<p>For events where no entry fee has been charged or no money is exchanging hands for services/goods then BYO alcohol is permitted subject to management approval</p>	<p>Self-serve Tea and Coffee station \$3 per person</p> <p>Use of Urn/cups/glasses etc 50c per person if not washed up by hirer</p> <p>Events can be self-catered or Burrinja can source catering for you</p>	<p>Self-serve Tea and Coffee station \$3 per person</p> <p>Use of Urn/cups/glasses etc 50c per person if not washed up by hirer</p> <p>Events can be self-catered or Burrinja can source catering for you</p>	<p>Self-serve Tea and Coffee station \$4 per person</p> <p>Use of Urn/cups/glasses etc 50c per person if not washed up by hirer</p> <p>Events can be self-catered or Burrinja can source catering for you</p>