

FEES AND CHARGES 2023_24 Conferences & Meetings

VENUE HIRE	MON-FRI	HALF DAY HIRE (4-HOUR MAXIMUM MON-FRI ONLY)	SAT 25% SURCHARGE APPLIES	SUN 50% SURCHARGE APPLIES	PUBLIC HOLIDAY	ADDITIONAL HOURS
PARANAPLE CONVENTION CENTRE						
paranaple convention centre (room 1, 2, 3 and foyer)	\$1,985.00		\$2,480.00	\$2,975.00	POA	\$220 PER HOUR
Torquay Room (eastern, water views)	\$690.00	\$460.00	\$860.00	\$1035.00	POA	\$130 PER HOUR
Mersey Room (middle)	\$690.00	\$460.00	\$860.00	\$1035.00	POA	\$130 PER HOUR
Formby Room (western, access to foyer)	\$690.00	\$460.00	\$860.00	\$1035.00	POA	\$130 PER HOUR
Foyer (paranaple convention centre)	\$180.00		\$225.00	\$270.00	POA	

Standard Inclusions for the paranaple convention centre:

- Up to 10 hours hire only (additional hourly rate applied thereafter)
- Standard venue set-up / pack down (seating and table set-up)
- Basic talk back PA system, and static lighting
- Staging, if required (4m x 2m)
- Wi-fi for the hirer
- Supervision of 1 staff member

STAFFING RATES

Staff will be rostered as deemed appropriate by the Manager for the purposes of safety, security and he effective use of the venue's equipment.

- ❖ Normal time is defined as Monday through Friday 7am – 12 midnight.
- ❖ Overtime is defined as Midnight - 7am and all-day Saturday, Sunday and public holidays.
- ❖ Staff must receive a 10-hour break between finishing work on one day and commencing work on the next day.
- ❖ Both Technical and FOH staff are entitled to a meal break of at least 30 minutes after 5 hours continuous work. Hirers who fail to schedule appropriate breaks will be liable for any penalties paid to staff.

Event - Staffing Requirements Per hour	Minimum Call	Per Hour	Overtime Rates per hour
Technical Assistance	3 Hours	\$60	\$90
Certified Rigger	3 Hours	Price on Request	
Security Services	4 Hours	Price on Request	

ADDITIONAL CHARGES

Item	Per item, per day of use
Set-up Charges	
Set-up/pack down – half day hire (4hrs)	\$300
Set-up/pack down – full day hire (10hrs)	\$600
Linen Charges	
Table Clothes – Black or White Additional charge if requested for conferences, cocktail parties or standing events (No charge for seated dinner, lunch or breakfast events)	\$16
Linen Napkins – Large selection of colours available (Paper napkins supplied at no charge)	\$1.10
AV/Audio/Lighting	
LED Panel Screen 4m x 3m (40 panels)	\$450
LED Panel Screen 6m x 3.5m (84 panels)	\$1600
Laptop	No Charge with Screen hire
Additional Laptops	\$30
Staging – additional sections	\$25 per panel
Staging – Variation to height and additional sections	POA
Lighting packages	From \$200
Radio Mic (Lapel or Hand Held)	\$40
Lectern & Microphone	\$25
Cabled Desk Microphone	\$25
Wireless Desk Microphone	\$35
Vision Mixer	\$450
LED TV Screen hire 55" - 75"	\$150
Camera	\$150 per plus operator
Live Stream including operator – Half day	\$400
Live Stream including operator – Full day	\$750
Online presenter meeting (one way)	\$250
Wireless conference microphone system	POA
Equipment	
Whiteboard	\$25
Flip Chart	\$20
Flip Chart with Paper	\$60
Piano Hire	\$275
Piano Tune	At Cost + 10%

Catering	POA
PA Charges	
PA – mixing desk, microphones, stands and leads	\$550
Small PA with lectern/Microphone	\$150
NEXO PA (high quality PA)	\$350

- any additional production - cost + 10%