

West Lynn Garden Inc

Hire Costs for Function Centre and Garden 2018-19

Effective 1 September 2018

(subject to review without notice)

<u>FUNCTION CENTRE</u>				
<u>Times include set-up and take-down</u>	<u>Half Day</u> 9am-12.30pm or 1-4.30pm	<u>Whole Day</u> 9am- 4.30pm	<u>Evening</u> 4.30-7.30pm (social) 5.30-8.30pm (Meetings)	<u>Bond</u> (refundable)
<u>Community/Education Room:</u>				
Seats 80 people at tables or 100 theatre-style – includes kitchen use				
<u>Social Functions</u> (receptions etc) (confirming deposit)				
	\$150 (\$75)	\$300 (\$150)	\$150 (\$75)	\$300
Recommended to also hire Meeting Room for catered/seated meal prep.				
	\$60 (\$30)	\$100 (\$50)	\$60 (\$30)	\$200
<u>Club/Business Meetings/Workshops:</u> (confirming deposit)				
	\$100 (\$50)	\$200 (\$100)	\$100 (\$50)	\$300
Discount– 10 or more bookings per year				
	\$80	\$160	\$80	\$300
<u>MEETING ROOM:</u>				
Seats 16 people at 2 long tables or 30 theatre-style – includes Kitchen use				
(confirming deposit)				
	\$60 (\$30)	\$100 (\$50)	\$100 (\$50)	\$200
Discount– 10 or more bookings per year				
	\$50	\$90	\$80	\$200
<u>Cleaning Option:</u>				
Use of our cleaners after event (does not include removal of rubbish)				
	\$50			
<u>Use of Function Lawn in addition to the building hire:</u> (Marriage Ceremony – Bouncy Castle)				
	\$50 p.h. (maximum \$150)			

<u>Booking Deposit</u>	All hire rates include GST and garden viewing <u>A signed contract and a non-refundable deposit of 50% is required to confirm a booking</u>
<u>Early Start or Late Finish:</u>	Above charges plus \$50 per hour <ul style="list-style-type: none"> - before 9am or after 4.30pm (daytime) - After 7.30pm (Evening Social) - After 8.30pm (Club/business meeting)

PTO/ GARDEN USE



GARDEN FUNCTIONS

(MAXIMUM GUESTS – 100)

<u>Times include set-up and take-down</u> Additional hours charged as overleaf	<u>Half Day</u> 9am-12.30pm or 1-4.30pm	<u>Whole Day</u> 9am-4.30	<u>Evening</u> 4.30-7.30pm daylight saving	<u>Deposit</u> Non-refund
<u>FUNCTION LAWN</u> (max 100 guests) Includes plastic garden chairs and own photography				
Weddings and Reception	\$250	\$500	\$300	\$150
Children's Party	\$125	\$250	\$250	\$75
Adult Party	\$125	\$250	\$250	\$75
<u>PALM CIRCLE</u> (Max 100 guests) Incl plastic garden chairs and own photography				
Weddings and Reception	\$125	\$250	\$250	\$75
Children's Party	\$100	\$200	\$250	
Adult Party	\$100	\$100	\$250	
<u>CEREMONY ONLY</u> <u>FUNCTION LAWN OR PALM CIRCLE</u> Times include set-up and Take-down	\$150-1.5 Hrs \$50 p.h. extras			\$100
<u>OTHER AREAS IN THE GARDEN</u> Children's or adult parties (Max 25 guests)	\$75	\$150		\$50
<u>Wedding Photos only</u>		\$60		
<u>Group Photos only</u>		\$60		
<u>Commercial filming/photo shoots</u>		\$100 p.h.		
<u>Bus Tour Groups:</u>	Incl refreshments	\$3 pp or \$6 pp		
<u>SCHOOL & PRE-SCHOOL GROUPS:</u> Monarch Butterfly House/ garden trips		\$2 pp	(under 2 years – free)	
<u>Outdoor Speaker System hire</u>	\$60 - ½day	\$100 full day	\$60 Bond (refundable)	
<u>Gazebo hire</u>	\$60 - ½day	\$100 full day	\$60 Bond (refundable)	

West Lynn Garden expects all users to comply with the conditions of hire provided with booking.
Conditions of hire: www.westlynn garden.org.nz Phone 09 827 7045 or wlg.volunteers@gmail.com

PTO/ FUNCTION CENTRE USE

