

West Lynn Garden Inc

Hire Costs for Function Centre and Garden 2021

Effective 3rd July 2021 (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 7.30 – 10pm	<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 non- refundable deposit)	\$155 (\$75)	\$310 (\$150)	\$155 (\$75)	\$300
Recommended to also hire Meeting Room for catered/seated meal prep.	\$65 (\$30)	\$105 (\$50)	\$65 (\$30)	\$200
<u>Club/Business Meetings/Workshops:</u> (confirming non – refundable deposit)	\$105 (\$50)	\$210 (\$100)	\$105 (\$50)	\$300
Discount– 10 or more bookings per year	\$90	\$170	\$90	\$300
<u>MEETING ROOM:</u>				
Seats 16 people at 2 long tables or 30 theatre-style – includes Kitchen use				
(confirming non-refundable deposit)	\$65 (\$30)	\$105 (\$50)	\$65 (\$30)	\$200
Discount– 10 or more bookings per year	\$50	\$90	\$50	\$200
<u>Cleaning Option:</u>				
Use of our cleaners after event (does not include removal of rubbish)	\$60 for one room \$100 for two rooms			

<u>Booking Deposit</u>	All hire rates include GST and garden viewing <u>A signed contract and a non-refundable deposit is required to confirm a booking</u>
<u>Early Start or Late Finish:</u>	Above charges plus \$50 per hour - before 9am or after 4.30pm (daytime) - After 7.30pm (Evening Social)

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 7.30 – 10pm daylight saving	<u>Bond</u> Refundable	<u>Deposit</u> Non-refund
FUNCTION LAWN (max 100 guests) Includes plastic garden chairs and own photography			Power - Yes Lighting – No		
Weddings and Reception	\$255	\$510	\$310	\$100	\$150
Children's Party	\$130	\$260	\$180	\$100	\$100
Adult Party	\$130	\$260	\$180	\$100	\$100
PALM CIRCLE (Max 100 guests) Incl plastic garden chairs and own photography			Power – No Lighting - No		
Weddings and Reception	\$130	\$260	\$180	\$100	\$100
Children's Party	\$105	\$210	\$160	\$100	\$100
Adult Party	\$105	\$210	\$160	\$100	\$100
CEREMONY ONLY FUNCTION LAWN OR PALM CIRCLE Times include set-up and Take-down	\$150-1.5 Hrs \$50 ph extras			\$100	\$100
OTHER AREAS IN THE GARDEN Children's or adult parties (Max 25 guests)	\$80	\$160		\$50	\$50
Wedding Photos only		\$65			
Group Photos only		\$65			
Commercial filming/photo shoots		\$100 ph		\$100	\$100
Bus Tour Groups:	Incl refreshments	\$3 pp or \$6 pp			
SCHOOL & PRE-SCHOOL GROUPS: Butterfly House/garden trips		\$3 pp (under 2yrs free)			
Outdoor Speaker System hire	\$60 - ½day	\$100 full day		\$60	
Gazebo hire	\$60 - ½day	\$100 full day		\$60	
Bridal Arch	\$40.00	\$40.00		\$60	

West Lynn Garden expects all users to comply with the conditions of hire provided with booking.

Conditions of hire: www.westlyngarden.org.nz Phone 09 827 7045 or wlg.volunteers@gmail.com

PTO/ FUNCTION CENTRE USE

