

West Lynn Garden Inc

Hire Costs for Function Centre and Garden 2023

Effective 1st January 2023 (subject to review without notice)

<u>FUNCTION CENTRE</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>Times include set-up and pack-down</u>				
<u>Community/Education Room:</u> Seats 80 people at tables or 100 theatre-style – includes kitchen use				
<u>Social Functions</u> (receptions etc) (non-refundable deposit to secure booking)	\$165 (\$80)	\$325 (\$160)	\$165 (\$80)	\$300
With Meeting Room for catered/seated meal preparation (non-refundable deposit to secure booking)	\$235 (\$115)	\$435 (\$215)	\$235 (\$115)	\$500
<u>Club/Business Meetings/Workshops:</u> (non-refundable deposit to secure booking)	\$110 (\$55)	\$220 (\$110)	\$110 (\$55)	\$300
Discount– 10 or more bookings per year	\$95	\$180	\$95	\$300
<u>Meeting Room:</u> Seats 16 people at 2 long tables or 30 theatre-style – includes Kitchen use				
(non-refundable deposit to secure booking)	\$70 (\$35)	\$110 (\$55)	\$70 (\$35)	\$200
Discount– 10 or more bookings per year	\$55	\$95	\$55	\$200
<u>Cleaning Service Option:</u> Use of our After Event Cleaning Service (does not include rubbish removal)				
	\$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>	Extra \$55 per hour - Before 9am or after 4:30pm (Day time) - After 7:30pm (Evening Social)

PTO/ GARDEN USE



GARDEN FUNCTIONS

(MAXIMUM GUESTS – 100)

<u>Times include set-up and pack-down</u> Additional hours charged as overleaf	<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 daylight saving	<u>Bond</u> Refundable	<u>Deposit</u> Non-Refundable
<u>FUNCTION LAWN</u> (max 100 guests) Includes own photography Weddings and Reception Adult or Children's Party	\$270 \$140	\$535 \$275	Power- Yes Lighting - No \$325 \$190	\$100 \$100	\$150 \$100
<u>PALM CIRCLE</u> (max 100 guests) Includes own photography Weddings and Reception Adult or Children's Party	\$140 \$110	\$275 \$220	Power – No Lighting - No \$190 \$170	\$100 \$100	\$100 \$100
<u>CEREMONY ONLY</u> <u>FUNCTION LAWN OR PALM CIRCLE</u> Times include set-up and pack-down	\$160-1.5 hrs \$55/hr extras			\$100	\$100
<u>OTHER AREAS IN THE GARDEN</u> Children's or Adult Parties (Maximum 25 guests)	\$85	\$170		\$50	\$50
<u>Wedding/Group Photos Only</u>		\$70			
<u>Commercial Filming/Photo Shoots</u>		\$105 per hr		\$100	\$100
<u>Bus Tour Groups:</u> Entry Fee Only Entry Fee Plus Refreshments		\$5 pp \$8 pp			
<u>SCHOOL & PRE-SCHOOL GROUPS:</u> Monarch Butterfly House/ Garden Trips		\$5 pp <2yrs free			
<u>Outdoor Speaker System Hire</u>	\$60 - ½day	\$100 full day		\$60	
<u>Gazebo Hire</u>	\$60 - ½day	\$100 full day		\$60	
<u>Bridal Arch Hire</u>	\$40	\$40		\$60	
<u>Table Hire</u>	\$20 each	\$20 each			
<u>Chair Hire</u>	\$20 per set				

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

