



2021 The Lyre Room 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. Min staff call on Sundays is 4hrs. Penalty rates will apply to public holidays and time worked after midnight.

Earlier start times can be arranged

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 All week	\$41	\$48	\$68
Evenings from 4pm includes a duty manager* Mon- Sat *see Sun & public holiday rate for additional staffing costs	\$63	\$73	\$105
Meeting Room set up charge if required	\$60 flat rate	\$60 flat rate	\$60 flat rate
Performance set up charge No DIY permitted if using Burrinja equipment	\$150 flat rate	\$150 flat rate	\$150 flat rate
Equipment			
Projector	\$40 flat rate per day each		
Whiteboard with markers	\$25 per day		
Flip chart with markers	\$40 per flip chart		
Lectern with mic	\$25 per day		

Staffing			
	<p>Technician available on request Technician: \$47p/hr Duty Manager: \$47p/hr Ushers: \$39p/hr</p> <p>For events between 10am and 4pm on Mon-Sat a Duty Manager is included in venue hire rate. They are not exclusively rostered on to support your event. If you require a dedicated Duty Manager please advise at time of booking.</p>		
Sunday and Public Holiday Rates	Technician: Ushers:	\$71 p/hr \$59 p/hr	
Ticketing if required			
Includes: website listing Phone, online and in person service Box office staff for event	\$2.30 per ticket sold \$1.00 per complimentary ticket issued If your ticketing structure includes tickets at \$35 per person or over Ticketing will be charged at the commercial rate of \$3.25	\$2.60 per ticket sold \$1.00 per complimentary ticket issued If your ticketing structure includes tickets at \$35 per person or over Ticketing will be charged at the commercial rate of \$3.25	\$3.50per ticket sold \$2.00 per complimentary ticket issued
Catering			
For private events where no entry fee has been charged or no money is exchanging hands for services/goods/raffles etc. then BYO alcohol is permitted subject to management approval	Self-serve Tea and Coffee station \$3 per person Use of Urn/cups/glasses etc 50c per person if not washed up by hirer Events can be self-catered or Burrinja can source catering for you	Self-serve Tea and Coffee station \$3.50 per person Use of Urn/cups/glasses etc 50c per person if not washed up by hirer Events can be self-catered or Burrinja can source catering for you	Self-serve Tea and Coffee station \$4.50 per person Use of Urn/cups/glasses etc 50c per person if not washed up by hirer Events can be self-catered or Burrinja can source catering for you

