

**WALHALLA BOARD OF  
MANAGEMENT  
INCORPORATED** PO Box 18 Moe Vic 3825  
Email [info@walhallaboard.org.au](mailto:info@walhallaboard.org.au)  
ABN 49 386 978 102



**Hire Rates for Walhalla Mechanics Institute**

<b>HALL</b>	
Maximum seating 60 at portable tables. 85 if seating only. Hirers must set up and pack up in the time hired.	Hire for an event \$400 for 72 hours. If evening activity is included (after 6.00pm), it is expected that Creek Cottage is also booked (located behind the hall). Book via website. Additional time is booked at \$50 per hour.
<b>PUBLIC LIABILITY INSURANCE</b>	
All bookings must be covered by a \$20 million cover.	Hirers can take the Board policy or organise their own and present proof of insurance when making deposit. Cost of Board insurance is \$25 per booking.
<b>PAYMENT</b>	
Deposit - payable at time of bookings to secure the hire.	\$100
Full Payment	Full \$400 payment required 7 days prior to booked date. Credit or debit card, cash or cheque
Bond	\$500 bond Credit card indent or payment 7 days prior to booking. Refunded within 7 working days after our satisfactory inspection at end of booking.
Cancellation Fee	\$100 deducted from any refund up to 7 days prior to hire date. \$50 if more than 7 days prior to hire.
Cleaning	The hirer is required to clean and return the hall and kitchen and or meeting room to pre-hire condition. All rubbish to be bagged for disposal. Extra-ordinary cleaning will be charged at \$30 per hour. Breakages charged at replacement cost. Either or both will be deducted from the bond.