



# CITY OF HOLDFAST BAY SCHEDULE OF FEES AND CHARGES 2025-26

Description	Fee 2025-26 incl. GST where applicable
<b>ADMINISTRATIVE FEES</b>	
Copy of previous year's rates notice (per rateable property, per quarter)	\$13.00
Assessment record extract	\$13.00
Photocopies – A4 size (per side)	\$1.00
Photocopies – A3 size (per side)	\$1.00
Voters roll (copy of)	\$110.00
Internal Review of Council Decisions s270 Local Govt Act 1999	\$20.00
<b>Freedom of Information * Freedom of Information Act 1991</b>	
Application to access council documents	\$43.30
Application for review of a determination	\$43.30
Staff time spent - per each 15 minutes	\$16.40
Personal Affairs (initial 2 hours free)	No charge
Photocopies of documents (per page)	\$0.30
Written transcripts of documents (per page)	\$9.70
Photos, X-Rays, Video Tapes, Computer Tape or Disk	Cost recovery
<i>*MPs only charged for FOI access if costs exceed \$1000</i>	
<b>PROPERTY SEARCHES</b>	
<b>Section 7 - Property details Land and Business Act (Sales and Conveyancing) Act 1994</b>	
Property details provided within 8 days by written request *	\$29.50
Property details urgent request *	\$44.00
<b>Section 187 - Certificate of Liabilities on rates and charges Land Tax Act 1936</b>	
Certificate of Liabilities on rates and charges provided within 8 days by written request *	\$41.50
<b>Section 7 &amp; Section 187</b>	
Property details and Certificate of Liabilities on rates and charges provided within 8 days by written request *	\$71.00
Property details and Section Certificate of Liabilities on rates and charges urgent request *	\$85.50
<i>* Fee per rateable property</i>	
<b>LIBRARY</b>	
Photocopies	
- A4 sheets	\$0.20
- A3 sheets	\$0.30
Printing - word processing/CD ROM	
- per A4 sheet (black & white)	\$0.20
- per A4 sheet (colour)	\$1.00
- per A3 sheet (colour)	\$2.00
Library programs and events	Various
Sale of library materials	
- Magazines	\$0.50
- Books, AV, Jigsaws	\$1.00
Lost library items	Replacement cost
Document delivery	Cost recovery
3D Printing	Various
<b>EVENTS, CLASSES &amp; ACTIVITIES</b>	
Classes, Activities, School Holiday Programs and other Community Events	Various
<i>Fees available on council website</i>	
<b>HISTORY &amp; CULTURE</b>	
Sale of books, postcards and artwork	Various
High-resolution photograph	\$20/image
Exhibitions and events	Various
House History	\$35.00
Gallery hire	POA
Gallery entry charge - selected temporary exhibitions at Bay Discovery Centre	
- Adult	\$5.00
- Child (under 16 yrs)	No charge



# CITY OF HOLDFAST BAY SCHEDULE OF FEES AND CHARGES 2025-26

Description	Fee 2025-26 incl. GST where applicable
<b>COMMUNITY CENTRES</b>	
<b>Glenelg Community Centre</b>	
<i>Available for hire after 4pm Monday to Saturday and all day on Sunday</i>	
- <b>Main Hall</b>	
Private / Commercial	\$56.50/hour
Community / Not For Profit	\$36/hour
- <b>Library</b>	
Private / Commercial	\$26/hour
Community / Not For Profit	\$15.40/hour
- <b>Meeting Room</b>	
Private / Commercial	\$36/hour
Community / Not For Profit	\$20.50/hour
- <b>Whole Facility</b>	
Private / Commercial	\$82/hour
Community / Not For Profit	\$46/hour
<b>Glenelg North Community Centre</b>	
- <b>East Hall</b>	
Private / Commercial	\$36/hour
Community / Not For Profit	\$20.50/hour
- <b>North Hall</b>	
Private / Commercial	\$56.50/hour
Community / Not For Profit	\$36/hour
- <b>Meeting Room</b>	
Private / Commercial	\$20.50/hour
Community / Not For Profit	\$10.30/hour
- <b>Whole Facility</b>	
Private / Commercial	\$92.50/hour
Community / Not For Profit	\$51.50/hour
<b>Holdfast Bay Community Centre</b>	
- <b>Mawson Hall</b>	
Private / Commercial	\$77/hour
Community / Not For Profit	\$38/hour
- <b>Mawson Hall with Commercial Kitchen</b>	
Private / Commercial	\$115/hour
Community / Not For Profit	\$65.80/hour
- <b>Commercial Kitchen</b>	
Private / Commercial	\$44.20/hour
Community / Not For Profit	\$27.20/hour
- <b>Susan Grace Bennie/ Activity Room 2</b>	
Private / Commercial	\$65.50/hour
Community / Not For Profit	\$33/hour
- <b>Art Macauley/ Activity Room 1</b>	
Private / Commercial	\$55.50/hour
Community / Not For Profit	\$27.50/hour
<b>Other Community Centre charges</b>	
- Bond - low risk event	\$250.00
- Bond - high risk event	\$500.00
- Cleaning fee	\$158.00
- Lost key	\$62.00
- Emergency services call out fee	\$154.00
<b>BUS CHARTER</b>	
Booking fee	\$10.50
Mileage Fee - small bus	\$2.30 per kilometre travelled
Mileage Fee - large bus	\$2.55 per kilometre travelled
<i>Eligibility Criteria apply to bus charter services. Hire is subject to bus and council-accredited volunteer driver availability.</i>	



# CITY OF HOLDFAST BAY SCHEDULE OF FEES AND CHARGES 2025-26

Description	Fee 2025-26 incl. GST where applicable
<b>COMMUNITY TRANSPORT</b>	
<b>Subsidised Fees ^</b>	
Community Bus – single trip (one way) to local destinations	\$2.65
Let's Explore - per return trip	\$12.50
Personal Transport*	
- One way trip WITHIN council boundaries	\$5.00
- One way trip OUTSIDE council boundaries (within a 10km radius)	\$10.50
- One way trip OUTSIDE council boundaries (within a 20km radius)	\$15.50
^ Subsidised fees available to residents with a My Aged Care referral	
<b>Private Fees</b>	
Community Bus – single trip (One Way) to local destinations	\$3.90
Personal Transport*	
- One way trip WITHIN council boundaries	\$10.50
- One way trip OUTSIDE council boundaries (within a 10km radius)	\$20.50
- One way trip OUTSIDE council boundaries (within a 20km radius)	\$31.00
* Service provided by Council volunteer or Taxi company	
<b>ANIMALS</b>	
<b>Dog Registration Fees - Statutory: Dog and Cat Management Act 1995</b>	
- Standard (microchipped and desexed)	\$57.50
- Non-standard	\$115.00
- Puppy (under 6 months old)	\$57.50
- Business registration	
1 dog	\$115.00
2 dogs	\$220.00
3 dogs	\$325.00
4 dogs	\$430.00
5 to 10 dogs	\$535.00
11 to 20 dogs	\$1,060.00
21 to 30 dogs	\$1,605.00
Over 30 dogs	\$2,110.00
- Assistance dog	No charge
- Concession card holder rebate	50% of applicable registration fee but not late fee
- New registrations lodged in June	No charge
- Late registration fee	\$20.00
Upon written request from dog owner whose dog has deceased between 1 July - 30 September Council may approve at 50% rebate	
<b>Non Statutory</b>	
Animal collection - short term hold at council	\$59.00
Cat collection and impound	\$110.00
Other animals collection and impound	\$110.00
Dog acceptance fee (impound fee) 72 hour holding fee - RSPCA	\$280.00
Sustenance fee care and feeding per day	\$62.00
Dangerous dog / menacing dog collars	\$43.00
Pensioner assistance given with 50% discount on above fees for animal collection	
<b>DEVELOPMENT AREA</b>	
Plan search fee	\$132.00
Offsite plan search retrieval fee (if required)	\$55.00
Photocopying (per page) - admin photocopying fees	Refer admin fee
Development Application fees are set under the Development Act and are not subject to Council discretion.	



# CITY OF HOLDFAST BAY SCHEDULE OF FEES AND CHARGES 2025-26

Description	Fee 2025-26 incl. GST where applicable
<b>ROAD AND PROPERTY RELATED CHARGES</b>	
<b>Verges</b>	
Verge maintenance	\$302.00
<b>Street Tree</b>	
Minimum removal cost	\$640.00
Removal cost (per metre, over 2 meters in height)	\$301.00
Stump removal	
- Small 0-300mm	\$90.00
- Medium 300-600mm	\$107.00
- Large 600-1,000mm	\$135.00
- Extra Large 1,000+	\$112 / hour
Street tree replacement (per tree - labour, materials, minimum 3 years watering & pruning)	\$2,188.00
Administration fee	\$172.00
Lost amenity value (value calculated for each individual tree in accordance with the Tree Management Policy)	POA
<b>Encroachment</b>	
Application fee - type 1 (market valuation not required to set permit fee)	\$165.00
Application fee - type 2 (market valuation required to set permit fee)	POA
Annual Fee	From \$165.00
<b>Other</b>	
Damage to Council Asset (including removal of posters) - \$50 minimum (\$50 per ½ hour or part thereof).	\$50/half-hour
Remove overgrown vegetation - \$200 minimum (\$50 per ½ hour or part thereof, minimum charge 2 hours).	\$50/half-hour
Builders Damage Assessment Administration Fee	\$100.00
Private works - Footpath Repairs reinstatement due to builders damage	\$220/ linear metre
<b>ENVIRONMENTAL AND HEALTH</b>	
<b>Food inspections - Food Act 2001 and Food Regulations 2017</b>	
Small Business - Standard Inspection Fee (definition as per Food Act)	\$148.00
Small Business - on-site follow up inspections	\$74.00
Small Business - on-site follow up inspection resulting in the service of a Notice under Section 43 of the Food Act 2001	\$74.00
Large Business - Standard Inspection Fee (definition as per Food Act)	\$372.00
Large Business - on-site follow up inspections	\$186.00
Large Business - on-site follow up inspections resulting in the service of a Notice under Section 43 of the Food Act 2001	\$186.00
Mobile Food Vans Garaged within the City of Holdfast Bay - Routine Food Inspection	\$148.00
Mobile Food Vans Garaged within the City of Holdfast Bay - On-site follow up inspection	\$74.00
Mobile Food Vans Garaged within the City of Holdfast Bay - On-site follow up inspection resulting in the service of a Notice under Section 43 of the Food Act 2001	\$74.00
Small Business - Home Based Food Business	\$148.00
Small Business - Complaint inspection - unjustified	no charge
Small Business - Complaint inspection - justified	\$74.00
Large Business - Complaint inspection - unjustified	no charge
Large Business - Complaint inspection - justified	\$186.00
Community Groups, Charitable and Not for Profit Organisations** and Priority 4 (Low Risk) Food Business Premises	
- Routine Inspections	no charge
- Complying follow up inspections	no charge
- On-site Follow up inspections resulting in the service of a Notice under Section 43 of the Food Act 2001	\$74.00
- All inspections at Events, Festivals, Fetes, Shows, Irregular Markets and the like within the City of Holdfast Bay	no charge
- Public Schools	no charge
- On-site Follow up inspections resulting in the service of a Notice under Section 43 of the Food Act 2001	\$74.00
<i>** Fees may be waived if documentation from the ATO, or another form of evidence is provided to confirm charity/not-for-profit status.</i>	
<b>Other</b>	
Food auditing per hour	\$191.00
Desk top food audit per hour	\$103
Immunisation	\$24 service fee + cost recovery
Legionella water sampling	Cost recovery



# CITY OF HOLDFAST BAY SCHEDULE OF FEES AND CHARGES 2025-26

Description	Fee 2025-26 incl. GST where applicable
<b>PERMITS</b>	
<b>Outdoor Dining</b>	
<i>Location (per m2 per annum)</i>	
South Esplanade (Broadway Kiosk)	\$347.00
Moseley Square - exposed	\$125.00
Moseley Square - enclosed	\$347.00
Jetty Road, Glenelg (east of Jetty Hotel to Brighton Road)	\$227.00
Jetty Road, Brighton	\$107.00
Colley Terrace	\$125.00
Other locations	\$79.00
Foreshore (Glenelg)	\$107.00
<b>Goods on Footpath</b>	
Minimum fee	\$217.00
<i>Location (per m2 per annum)</i>	
Jetty Road, Glenelg (east of Jetty Hotel to Brighton Road)	\$130.00
Jetty Road, Brighton	\$64.00
Foreshore (Glenelg)	\$109.00
Other locations	\$56.00
<b>Street Trading Permits</b>	
Per event	\$188.00
<b>Food Truck Permits</b>	
Food truck permits (specified locations) per quarter	\$681.00
Food truck permits (specified locations) per year	\$2,270.00
Handcarts and mobile ice-cream vans per year	\$2,270.00
Annual food permits at an event approved location (per food stall)*	\$238/ or \$168/day
<i>*At the discretion of the authorised officer fees may not be applicable for a recognised charity / not for profit organisation if documentation from the Australian Taxation Office demonstrating status can be provided or other evidence.</i>	
<b>Personal Training Permits</b>	
- Category A - 12 months	\$98.00
- Category A - 3 months	\$46.00
- Category B - 12 months	\$180.00
- Category B - 3 months	\$87.00
- Category C - 12 months	\$247.00
- Category C - 3 months	\$108.00
- Administrative fee for changes	\$26.00
<b>Section 221 / 222 Permit Fees</b>	
Application fee	\$70.00
On-road / footpath occupation - excluding dedicated car parks (per m <sup>2</sup> per day or part thereof, min. \$40)	\$1.00
Road closure with hoarding - (per day, capped at three days) ^	\$400.00
Traffic management plan assessment - private works	
<i>Whether the assessment is basic, standard or complex is as determined by the Council</i>	
- Basic: Includes simple plans, minor impact (e.g., footpath only, low volume street)	\$95.00
- Standard: Includes moderate complexity (e.g., temp lane closures, partial occupation, simple detours)	\$145.00
- Complex: Includes high impact (e.g., full road closures, major detours, signalised intersections, multi-stage)	\$220.00
Fees for paid car park use or closure (per day)	Current on-street car parking rate for a 24 hour period
Part of car park constitutes a fee for the full car park	
Fees for free or permit parking use or closure (per day, per parking bay+)	
- Marked bays and service areas*	\$60.00
- Timed parking bays & premium untimed**	\$40.00
- All other marked bays	\$20.00
Community directional sign (per sign)	\$156.00
Permit extension / variation fee (per extension or variation)	\$35.00
Late application fee (lodged less than 5 business days before proposed commencement)	\$110.00
Retrospective application fee (lodged after works have already commenced)	\$180.00
Administration Fee (Compliance) (per instance)	\$100.00
<i>*Service Areas: Can include marked loading zones, permit parking zones (e.g., disabled, resident), and designated waste collection spaces.</i>	
<i>** Premium Untimed Spaces: Include generally unmarked bays in high-demand locations such as the Esplanade, adjacent to major sporting facilities, and educational institutions, where parking turnover is critical.</i>	
<i>+ Parking Bay Definition: Refers to a clearly marked bay or, if unmarked, the standard space required for one vehicle as per AS2890.5 (approx. 2.0m wide x 6.0m long).</i>	
<i>*Road Closure Cap: Fee applies per day up to a maximum of 3 consecutive days per single application/stage. Applications requiring closures beyond 3 days will require separate assessment and may incur additional fees or require alternative approvals. This fee is additional to any applicable road, footpath, or parking bay occupation fees.</i>	
<b>Bulk bin licence</b>	
Application fee	\$69.00
Additional fees (per day per car space marked or unmarked as defined above)	\$60.00
<b>Local Nuisance: Local Nuisance and Litter Control Act 2016</b>	
Local nuisance exemption application (per application)	\$215.00



# CITY OF HOLDFAST BAY SCHEDULE OF FEES AND CHARGES 2025-26

Description	Fee 2025-26 incl. GST where applicable
<b>OTHER</b>	
<b>Impounding</b>	
Impounding and public notice	Cost recovery
Towing	Cost recovery
Locksmith	Cost recovery
<b>Other</b>	
Compostable bags	\$4.15
Roll of compostable dog bags	\$15.75
Kerbside bin reinstatement fee	Cost recovery
<b>CEMETERY CHARGES</b>	
Interment rights in perpetuity	\$26,500.00
New or Renewal Lease	
- 25 year lease	\$3,400.00
- 5 year lease	\$700.00
Digging of Grave (burials) – <i>either new ground or a re-open of existing lease</i>	
- Baby grave 4'6" x 3'	\$850.00
- Child under 10 years (child depth)	\$1,200.00
- Single depth/standard grave size	\$2,500.00
- Double depth/standard grave size	\$3,000.00
- Triple depth/standard grave size	\$3,500.00
- Exhumations	POA
- Remove and replace ledger	\$810.00
- Remove concrete only	\$700.00
- Remove and replace concrete	\$1,610.00
- Lift and deepen	\$1,500.00
- Vault preparation and sealing	\$2,600.00
- Saturday surcharge	\$800.00
- Late fee after 3pm Monday to Thursday	\$500.00
- Late fee after 3pm Friday	\$710.00
- Excess soil removal	\$250.00
- Gravesite search (each additional search thereafter)	\$65.00
- Late notice (<48 hours notice)	\$380.00
Interment of cremated remains ( <i>into grave site</i> )	\$610.00
Columbarium Wall Charges	
- Memorial rights in perpetuity (columbarium wall charges only)	\$17,400.00
- North Brighton wall	\$2,310.00
- King George Avenue wall	\$2,310.00
- St Jude's wall	\$2,500.00
- Standard 8 line computer set plaque	\$810.00
North Brighton MAS System Memorials	
- Memorial rights in perpetuity (North Brighton MAS Blocks only)	\$12,200.00
- Site fee - lease 50 years	\$3,100.00
- Plaque	\$680.00
Monumental Work Application Fees	
- New monument	\$245.00
- Addition to existing	\$112.00
Lease of Memorial Seats (10 Years)	
- Memorial seats along the foreshore	\$5,100.00
- Memorial seats on Council parks and reserves	\$3,500.00
Glenelg/Brighton seaside memorials - engraving	\$2,100.00



**CITY OF HOLDFAST BAY**  
**SCHEDULE OF FEES AND CHARGES 2025-26**

Description	Fee 2025-26 incl. GST where applicable
<b>OFF-STREET CAR PARKING (Hourly Rate)</b>	
<b>Ticket Parking Fees (per hour)^</b>	
Elizabeth Street	
- Off-season (March to August)	\$4.00
- Peak-season (September to February)	\$4.00
Buffalo Car Park	\$2.50
Glenelg Cinema - Partridge Street	
- First two hours	No charge
- Third hour	\$4.00
- Fourth hour	\$4.50
- Subsequent hours	\$6.00
- Maximum fee	\$32.00
- Business permits*	\$6/day
Cinema Patrons	
- First four hours	No charge
- Subsequent hours	\$6.00
- Maximum fee	\$32.00
<i>*Eligibility at the discretion of the authorised officer</i>	
<i>^ Permits issued by council administration will receive parking at no charge in accordance with the permit conditions, this does not include residential or business permits.</i>	
<b>ON-STREET CAR PARKING (Hourly Rate) ^</b>	
Ticket Parking Fees (per hour) - Colley Terrace/Anzac Highway	
- Off-season (March to August)	\$4.00
- Peak-season (September to February)	\$4.00
Ticket Parking Fees (per hour) - New Locations	
- Off-season (March to August)	\$4.00
- Peak-season (September to February)	\$4.00
<i>*merchant fees or other fees may apply for ticket machines, this fee will be displayed on the ticket machine</i>	
Residential Parking Permits (per annum)	\$167.00
3P Parking (per annum)	\$167.00
Temporary Parking Controls (per parking bay, per day)	\$60.00*
<i>^ Permits issued by council administration will receive parking at no charge in accordance with the permit conditions, this does not include residential or business permits. *Except ticket machine areas</i>	



**CITY OF HOLDFAST BAY  
SCHEDULE OF FEES AND CHARGES 2025-26**

Description	Fee 2025-26 incl. GST where applicable
<b>EVENT HIRE</b>	
Small recreational events - (i.e. 50-200 core participants)	
- Hire	\$300.00
Medium events (200-1000 core participants)	
- Bond	Subject to event
- Hire	\$725.00
Large events (1000-3000 core participants)	
- Bond	Subject to event
- Hire	Subject to event
Major events (3000+ core participants)	
- Bond	Subject to event
- Hire	Subject to event
Promotional activities (up to 4 hours)	
- Bond	Subject to event
- Hire	\$835.00
Promotional activities (full day)	
- Bond	Subject to event
- Hire	\$2,000.00
Hire of jetty (full day/pro rata)	
- Bond	Subject to event
- Hire	\$2,000.00
Filming	
- Bond	Subject to event
- Low impact filming	\$300.00
- Medium impact filming	Subject to event
- High impact filming	Subject to event
Event bump in	Subject to event
Road closures	Subject to event
Grass remediation levy	Subject to event
<i>Note: Hire and Bond fees may change without notice - costs may vary depending on event requirements</i>	
Glenelg Town Hall pop up stalls	
- Small store - winter (Apr- Sep)	\$200.00 per week
- Small store - summer (Oct-Mar)	\$515.00 per week
- Large store - winter (Apr-Sep)	\$290.00 per week
- Large store - summer (Oct-Mar)	\$955.00 per week

**Note: Any fees and charges not specified in this schedule that are specifically prescribed by legislation will be charged as per the legislation.**

**The statutory fees and charges listed may be amended at any time during the financial year. The Fees and Charges Schedule will be updated as statutory charges are amended.**





**CITY OF HOLDFAST BAY**  
**SCHEDULE OF FEES AND CHARGES 2025-26**  
**Partridge House**

Description	Fee 2025-26 incl. GST where applicable			Fee 2024-25 incl. GST where applicable		
	Private/Corporate Bookings (for weddings, children's birthday parties and memorial services please refer to our packages section)		Not For Profit & Community Benefit Events	Private/Corporate Bookings (for weddings, children's birthday parties and memorial services please refer to our packages section)		Not For Profit & Community Benefit Events
	Mon-Fri MIN 2 HOURS	Sat, Sun, Public Holiday (minimum hire charge: 3 hours)		Mon-Fri MIN 2 HOURS	Sat, Sun, Public Holiday (minimum hire charge: 3 hours)	Mon-Thu Only UP TO 3 HOURS
<b>Venue Only</b>						
<i>(hirer responsible for all set up/pack down and clean up)</i>						
<b>House</b>						
Partridge Room/Kitchen (Rm 1)	\$135-\$195 per hour	\$185 - \$235 per hour	\$87-\$160 for up to 3 hours	\$130 - \$190 per hour	\$180 - \$230 per hour	\$85 - \$155 for up to 3 hours
Courtyard Room/Kitchen (Rm 3) and Library	\$135 - \$195 per hour	\$185 - \$235 per hour	\$87-\$160 for up to 3 hours	\$130 - \$190 per hour	\$180 - \$230 per hour	\$85 - \$155 for up to 3 hours
Mayoresses Parlour	\$115 - \$155 per hour	\$125 - \$165 per hour	\$77-\$160 for up to 3 hours	\$110 - \$150 per hour	\$120 - \$160 per hour	\$75 - \$155 for up to 3 hours
Garden Room incl. Kitchen (Rm 8)	\$125 - \$185 per hour	\$155 - \$205 per hour	\$87-\$160 for up to 3 hours	\$120 - \$180 per hour	\$150 - \$200 per hour	\$85 - \$155 for up to 3 hours
Partridge Room, Courtyard Room, Library, Kitchen	\$245 - \$400 per hour	\$245 - \$400 per hour	\$185-\$360 for up to 3 hours	\$240 - \$390 per hour	\$300 - \$400 per hour	\$180 - \$350 for up to 3 hours
Entire House/Exclusive Use	\$305 - \$460 per hour	\$300 - \$460 per hour	\$340-\$555 for up to 3 hours	\$295 - \$450 per hour	\$395 - \$595 ph Max \$3000	\$330 - \$540 for up to 3 hours
<b>Grounds</b>						
Elm Tree Courtyard	\$103-\$135 per hour	\$130-\$235 per hour	\$72-\$165 for up to 3 hours	\$100 - \$130 per hour	\$125 - \$230 per hour	\$70 - \$160 for up to 3 hours
Pond Lawn	\$103-\$135 per hour	\$130-\$235 per hour	\$72-\$165 for up to 3 hours	\$100 - \$130 per hour	\$125 - \$230 per hour	\$70 - \$160 for up to 3 hours
House Lawn	\$103-\$135 per hour	\$120-\$230 per hour	\$72-\$165 for up to 3 hours	\$100 - \$130 per hour	\$115 - \$225 per hour	\$70 - \$160 for up to 3 hours
Sun Dial Lawn	\$103-\$135 per hour	\$120-\$230 per hour	\$72-\$165 for up to 3 hours	\$100 - \$130 per hour	\$115 - \$225 per hour	\$70 - \$160 for up to 3 hours
All reservable grounds areas <i>[Rate = Elm Tree + Sun Dial Lawn]</i>	\$205-\$360 per hour	\$360-\$565ph max \$3100	\$180-\$360 for up to 3 hours	\$200 - \$350 per hour	\$350 - \$550 ph max \$3000	\$175 - \$350 for up to 3 hours
Additional hire time						
<b>Additional Options</b>						
Staff assistance (set up / pack down furniture)	\$86-\$130 per hour	\$130-\$189 per hour	\$86	\$83-\$125 per hour	\$125-\$182 per hour	\$83
Cleaning	\$107	\$159	\$107	\$104	\$155	\$104
Wifi internet access	On application	On application	On application	On application	On application	On application
Data projector and screen (flat rate)	\$100	\$100	Inc if available	\$100	\$100	Inc if available
Sound equipment incl. microphone & CD player (flate rate)	\$100	\$100	Inc if available	\$100	\$100	Inc if available
Lecturn (flat rate)	\$50	\$50	Inc if available	\$50	\$50	Inc if available
Wedding ceremony chairs (per chair)	\$5	\$5	\$5	\$5	\$5	\$5
Cocktail Table	\$25	\$25	\$25	\$25	\$25	\$25
Flower pedestal (per item)	\$10	\$10	Inc if available	\$10	\$10	Inc if available
Table linen (per item)	\$30 per cloth	\$30 per cloth	\$30 per cloth	\$30 per cloth	\$30 per cloth	\$30 per cloth
Wedding arch/circle/sash	\$100	\$100	\$100	\$100	\$100	\$100
Smart TV Screen	\$200	\$300	\$300	\$200	\$300	\$300

**Note:**

1. The actual price for each booking will be quoted on application and is calculated based on time of day, time of year, duration, requirements and opportunity cost
2. Private & Corporate booking charge capped at \$1600 per room or \$2500 for entire house for up to 10 hours hire
3. Prices for not for profit or small business bookings on a Friday, Saturday, Sunday or Public Holiday will be provided on application. Discounts may be given at the discretion of the Partridge House Manager
4. Fees will be charged to the hirer if the venue is not left in a clean and tidy condition
5. All bookings need to include time for set up/pack down and clean up
6. Use of chairs and tables included in house venue hire charge
7. Use of basic crockery, cutlery & glass ware included in venue hire charges for community bookings
8. Additional charges apply for catering. Please refer to separate catering brochure for details of menu and pricing options
9. Additional charges may apply to process applications for use of Partridge House or grounds by commercial photographers and professional entertainers.
10. Not all areas in grounds can be booked (playground, rear oval and barbeque/picnic area cannot be booked) and will always be available for community use
11. City of Holdfast Bay Ratepayers receive a 10% discount on venue hire for private bookings. Evidence required to receive ratepayer discount - event must be for the ratepayer or an immediate family member
12. 25% non-refundable deposit required to confirm venue bookings



**CITY OF HOLDFAST BAY**  
**SCHEDULE OF FEES AND CHARGES 2025-26**  
**Partridge House Packages**

		2025-26 Venue Hire Fees incl. GST where applicable			2024-25 Venue Hire Fees incl. GST where applicable		
Partridge House Packages	Inclusions	Mon - Fri	Sat & Sun	Public Holiday	Mon - Fri	Sat & Sun	Public Holiday
<b>Weddings</b>							
Ceremony only	2 hours exclusive use of reservable space in grounds or entire house, 24 chairs for guests, signing table and 2 chairs, photography permit, 3 reserved parking spaces, set up, pack down and clean up. 1 hour rehearsal prior to wedding day.	\$1,030	\$1,235	\$1,540	\$1,000	\$1,200	\$1,500
Ceremony and refreshment table	2.25 hours exclusive use of reservable space in grounds or entire house, 24 chairs for guests, signing table and 2 chairs, photography permit, 3 reserved parking spaces, set up, pack down and clean up. 1 hour rehearsal prior to wedding day. Drinks table with white cloth and silver tubs and ice set up for clients own drinks to be supplied for refreshments after the service. Glassware additional cost. POA	\$1,130	\$1,390	\$1,700	\$1,100	\$1,350	\$1,650
Reception only	6 hours exclusive use of entire house or reservable space in grounds, chairs and tables for up to 100 guests, photography permit, 3 reserved parking spaces, set up, pack down and clean up. Note: catering is an additional cost and is provided exclusively by Partridge House caterers - Instyle Catering (see brochure for details)	\$1,335	\$1,645-\$1,850	\$1,850-\$2,055	\$1,300	\$1,600 - \$1,800	\$1,800 - \$2,000
Ceremony + reception	Up to 8 hours from 4pm-midnight exclusive use of reservable space in grounds and house. 24 guest chairs, signing table and 2 chairs for ceremony, photography permit, chairs and tables for up to 100 guests, 3 reserved parking spaces, set up, pack down and clean up 1 hour rehearsal to be booked in with Partridge House. Note: catering is an additional cost and is provided exclusively by Partridge House caterers - Instyle Catering (see brochure for details)	\$2,055 - \$2570	\$2,260-\$3,085	\$3,085	\$2,000 - \$2,500	\$2,200 - \$3,000	\$3,000
Extended ceremony + reception	Ideal for a marquee or more elaborate reception set up. Up to 15 hours exclusive use of reservable space in grounds or entire house (typically 9am-midnight). 24 guest chairs, signing table and 2 chairs for ceremony, photography permit, chairs and tables for up to 100 guests, 3 reserved parking spaces, set up, pack down and clean up, 1 hour rehearsal to be booked in with Partridge House. Note: catering is an additional cost and is provided exclusively by Partridge House caterers - Instyle Catering (see brochure for details)	\$3,085	\$3,085-\$3,600	\$3,855	\$3,000	\$3,000-\$3,500	\$3,750
<b>Private Events</b>							
Day time event (before 5pm) <i>Valid only for bookings made within 3 months of the event date</i>	Up to 4 hours exclusive use of Partridge Room, Courtyard Room, Kitchen and front lawn, chairs and tables for up to 100 guests (indoor only)	\$670-\$1,235	\$1,030-\$1,540	\$1,030-\$2,055	\$650 - \$1,200	\$1,000 - \$1,500	\$1,000 - \$2,000
Evening event (after 5pm) <i>Valid only for bookings made within 3 months of the event date</i>	Up to 6.5 hours exclusive use of Partridge Room, Courtyard Room, Kitchen and front lawn, chairs and tables for up to 100 guests (indoor only).	\$720-\$1,540	\$1,130-\$1,800	\$1,235 - \$2,055	\$700 - \$1,500	\$1,100 - \$1,750	\$1,200 - \$2,000
<b>Memorial /Funeral Service</b>							
<b>Inside Partridge House</b>							
Service only	2 hours including audio visual equipment, lecturn, flower pedestals, 3 reserved parking spaces, set up and pack away.	\$620-\$720			\$600-\$700		
Service & refreshments	2.5 hours including refreshments for up to 50, audio visual equipment, lecturn, flower pedestals, 3 reserved parking spaces, set up and pack away.	\$770-\$920			\$750-\$900		
<b>Outside Under Elm Tree</b>							
Service only	2.5 hours including audio equipment, lecturn, flower pedestals, 3 reserved parking spaces, set up and pack away.	\$720-\$920			\$700-\$900		
Service & refreshments	3 hours including refreshments for up to 50, audio equipment, lecturn, flower pedestals, 3 reserved parking spaces, set up and pack away.	\$1,130-\$1,235			\$1100-\$1200		

Note:

- Bookings may be for future financial years
- City of Holdfast Bay Ratepayers receive a 10% discount on venue hire for private bookings. Evidence required to receive ratepayer discount - event must be for the ratepayer or an immediate family member



**CITY OF HOLDFAST BAY**  
**SCHEDULE OF FEES AND CHARGES 2025-26**  
**Kauri Community & Sports Centre**

	Fee 2025-26 incl. GST where applicable			Fee 2024-25 incl. GST where applicable		
	Private/Corporate Bookings		Not For Profit & Community Benefit Events	Private/Corporate Bookings		Not For Profit & Community Benefit Events
<b>Hire Options</b>	<b>Monday-Friday Between 9am–5pm 10% surcharge after 5pm</b>	<b>Weekend 9am-5pm Or Public holiday 10% surcharge after 5pm</b>	<b>Monday-Friday 9am–5pm 10% surcharge after 5pm</b>	<b>Monday-Friday Between 9am–5pm 10% surcharge after 5pm</b>	<b>Weekend 9am-5pm Or Public holiday 10% surcharge after 5pm</b>	<b>Monday-Friday 9am–5pm 10% surcharge after 5pm</b>
<b>Venue Only</b> <i>(hirer responsible for all set up/pack down and clean up)</i>						
Function Room	\$310/day or \$200/4hrs	\$420/day or \$270/4hrs	\$250/day or \$150/4hrs or \$55/hr	\$290/day or \$190/4hrs	\$400/day or \$250/4hrs	\$240/day or \$140/4hrs or \$50/hr
Meeting Room	\$160/day or \$90/half day or \$35/hr	\$210/day or \$120/half day or \$55/hr	\$120/day or \$80/half day or \$35/hr	\$150/day or \$85/half day or \$32/hr	\$190/day or \$115/half day or \$50/hr	\$110/day or \$75/half day or \$30/hr
<b>Additional Options</b>						
Staff assistance (set up / pack down furniture)	\$55/hr	\$75/hr	\$55/hr	\$50/hr	\$70/hr	\$50/hr
Cleaning	\$80/hr	\$120/hr	\$80/hr	\$75/hr	\$115/hr	\$75/hr
Wifi internet access, Data projector, sound equipment including microphone & CD player	On application	On application	On application	On application	On application	On application
Lecturn (flat rate)	\$35	\$35	\$35	\$30	\$30	\$30
Chairs (per chair)	\$7	\$7	\$7	\$5	\$5	\$5
Tables (per table)	\$35	\$35	\$35	\$30	\$30	\$30
Table with linen	\$50	\$50	\$50	\$45	\$45	\$45

**Note:**

- The actual price for each booking will be quoted on application.
- Minimum \$55 charge/booking for function room
- Private & Corporate booking charge capped \$2500 for up to 10 hours hire
- Prices for not for profit or small business bookings on a Weekend or Public Holiday on application.
- Additional Fees will be charged to the hirer if the venue is not left clean and tidy
- All bookings need to include time for set up/pack down and clean up
- Use of basic crockery, cutlery & glass ware included in venue charges
- Additional charges apply for catering
- Pricing is reviewed annually with increases, if any, applied on 1st July