

# Administration Price List

PRODUCT	DESCRIPTION	UNIT	PRICE EX GST
Conference Room	Includes setup, clean up and chilled water	Full Day	\$130.00
	Hourly rate during Office Hours ( 8.30am to 5.00pm Mon – Thur) and ( 8.30am to 3pm) Fridays	Short Functions and workshops	\$20.00
Conference Room After Office Hours	all equipment - includes \$20 Security Fee	Per Session	\$90.00
	Seating for 30 with trapezoidal Table	4 hours	\$70.00
	Weekend Session including security charge	Weekends	\$170.00
	Extra Chairs can be arranged for theatre style seating	Night Rate 4 hours/ Lock up fee	\$25.00
	full day and then after hours security and lock up fee will apply	Full day and then after hours	\$170.00
PA Systems	MIPRO MA 707E Portable PA System - No 1	\$50 Bond	\$50.00
	MIPRO MA 707E Portable PA System – No 2 Community Groups	\$50 Bond	\$50.00
Data Projector	SANYO PLC – XD2600 (New)	\$50+ \$50 Bond	\$100.00
	EPSON EMP -1710	\$50 Bond	\$50.00
Data Projector Screen	White screen with stand	Full Day	\$30.00
	White screen with stand	\$50 bond	\$50.00
Laptop Computer	Up to date software	Full Day + \$50 Bond	\$130.00
Computers	All loaded with up to date software and wirelessly connected to printer(extra cost to print)	Full Day	\$15.00
		Half Day 4 hours	\$8.00
		Hourly Rate	\$4.00
Internet	All PC's available	Calculated per hour	\$5.50
Printing Single	A4 Plain Paper	Per page	\$0.10
	A3 Plain Paper	Per Page	\$0.30
	A4 Coloured Paper	Per page	\$0.30
	A3 Coloured Paper	Per page	\$0.40
Printing Double Sided	A4 Plain Paper	Per page	\$0.20
	A3 Plain Paper	Per Page	\$0.50
	A4 Coloured Paper	Per page	\$0.50
	A3 Coloured Paper	Per page	\$0.70
Scanning Costs	Scanning to computer to Print colour	Per Page Scan	\$2.00
Photo Prints	A4 Glossy Paper	Per print	\$2.20
	A3 Glossy Paper	Per Print	\$4.40
Photocopying	A4 Paper	Per sheet	\$0.20
	A3 Paper	Per Sheet	\$0.50
Marquees	Community Group Hire	\$50 Bond	\$50.00
	Commercial group hire	Full Day	\$50.00
Beverages	Tea / Coffee /Sugar	\$2/person bottomless cup	