

Venue Hire Fee Schedule*

*Fees are correct as of 10 October 2025 and are exclusive of GST

Hire	Corporate			Not-For-Profit/Community Group/Staff (20% Discount)			Commercial Use			Bond
	Full Day	Half Day	Hourly	Full Day	Half Day	Hourly Rate	Full Day	Half Day	Hourly	
Training Room	\$450	\$300	\$150	\$300	\$200	\$100	\$600	\$400	\$200	\$500
Mela Kulcha Courtyard	\$1,500	\$1,050	\$600	\$800	\$440	\$250	\$2000	\$1,400	\$750	
Training Room & Courtyard	\$850	\$600	\$275	\$680	\$480	\$220	\$1100	\$800	\$350	N/A
Commercial Kitchen	\$550	\$385	\$150	\$440	\$300	\$110	\$800	\$550	\$250	\$500
Car Park Overflow Function Area	\$250	\$190	\$95	\$200	\$150	\$75	\$400	\$300	\$150	
Drinks Van	\$300	\$200	\$100	\$200	\$150	\$75	\$400	\$300	\$150	
Full Venue (all areas listed)	\$3,500	\$2,400	\$1,000	\$2,800	\$1,920	\$800	\$4,800	\$3,200	\$1,400	\$1,000
Mela Kulcha Equipment Access (Optional Add-On)	Flat Levy \$250			Flat Levy \$150			Included in fee			N/A

Terms and Conditions:

General

- All hire fees and bonds are exclusive of GST.
- Fees apply to Full Day (over 4 hours), Half Day (up to 4 hours), or Hourly hire, as outlined in the schedule.
- All bookings are subject to approval by Melaleuca management and may be declined at its discretion.
- A signed Venue Hire Agreement and payment of bond and hire fee are required prior to venue access.

Bonds and Payments

- A \$500 bond applies per section hired. Where two or more sections are hired together, a \$1,000 bond applies.
- The Entire Venue hire automatically attracts a \$1,000 bond.
- Bonds are refundable within 10 business days following inspection, less any deductions for cleaning, damage, or breach of hire conditions.
- Full hire fees must be paid prior to the event date unless otherwise approved in writing.

Cancellations

- Written notice of cancellation must be provided.
 - More than 14 days' notice: Full refund (less admin costs).
 - 7–14 days' notice: 50% refund.
 - Less than 7 days' notice: No refund.

Use of Facilities

- Hire of the Commercial Kitchen, Drinks Van or Restaurant Equipment Access is subject to approval and may require proof of licensing or permits.
- Restaurant Equipment Access (cutlery, crockery, glassware, Bain Maries, serving ware, etc.) is an optional add-on for corporate and community users and included for commercial hires.
- Specialised furniture in the Mela Kulcha Courtyard must not be moved or rearranged without Melaleuca's written approval.
- Hirers must leave all areas clean and reset. Where this is not the case, cleaning costs will be deducted from the bond.
- Any items left on site without written approval may be discarded at Melaleuca's discretion.

Commercial Use

- Commercial hire is defined as use of the space for activities involving ticket sales, product promotion or income generation.
- Commercial rates are set higher than corporate and community rates to reflect additional wear, insurance, and maintenance requirements.