



Venue Hire Fees and Charges

Effective 1 January 2025

Item Description	Inclusions	Event Type (Examples)	Fees and Charges
Room Hire (Basic) No Staff Required	Chairs & Tables, TV & Mic Tea & Coffee < 30px Min 4 hours - Max 8 hours Room cleaned by OSC OSC Staff only required to open & close	Meeting Training	\$320 for four hours (min), then \$80 p/hr thereafter
Room Hire (Bar) Requires Bar Service & Staffing (see below)	Chairs & Tables, TV & Mic Tea & Coffee < 30px Min 4 hours - Max 8 hours Room cleaned by OSC Full Bar Facilities (staff required see#)	Birthday Life Celebration Engagement Staff Break Up Graduation	\$400 for four hours then \$80 per hour thereafter
#Bar Staff (Required for Bar Service, with RSA)	Up to 25 persons: 1 staff member 25 to 150 persons: 2 staff members 150 persons & above: 3 staff members		\$50 per hour per staff member
Bar	Drinks at Bar Prices All persons to pay and/or a Tab with a credit card provided by hirer		
Kitchen	Use by an external Caterer		\$100
Tables Cloths	White Rounds Only		\$20 each (includes dry cleaning and ironing)
Napkins	Material Royal Blue Only		\$2 each (includes dry cleaning and ironing)
Cutlery & Crockery			POA
Security	To be arranged by the hirer if required by the OSC as a condition of hire.		
Deposit			50% of the total estimated hire fees.
Bond			Basic Room Hire: \$150 Room Hire with Bar: \$500

Additional Information:

- All prices are exclusive of GST
- Foundation Members receive free room hire and other benefits as per their membership tier
- User Group Club Members & Local Community Groups are eligible for a discount on some of the standard fees and charges listed above which is at the discretion of the OSC
- For certain events where the Bar is used there may be a minimum Bar spend required (TBC by the OSC)
- Room Hire time only includes 30 minutes of "bump in" and "bump out" time. Any further time required to set up or remove hired equipment or items will attract a charge of \$80 per hour (min half an hour)
- The OSC does not cater for Eighteenth Birthday parties

Please direct all further enquiries to bookings@officersportsclub.com.au