



9am-1pm, Mon-Fri  
 Old Hospital Heritage Precinct  
 33 Tunbridge St, Margaret River  
 08 - 9757 3200 bookings@mrcc.com.au

## Kitchen Hire Information

Hirer Categories			
Community Kitchen Rate		Standard Kitchen Rate	
<p>Applies to:</p> <ul style="list-style-type: none"> <li>- Individuals, small groups, clubs, interest groups</li> <li>- Small scale and start-up businesses</li> <li>- MRCC Tenants</li> </ul> <p>Includes food production and workshops.</p> <p>If <u>products made in the kitchen are to be sold</u>, further Shire approvals must be obtained and a 6 month limit applies.</p>		<p>Applies to:</p> <ul style="list-style-type: none"> <li>- Not For Profit agencies</li> <li>- Local, state and federal government agencies or representatives</li> <li>- Established commercial businesses – note, restrictions apply and Centre Manager’s approval is required</li> </ul>	
Descriptions and Fees			
<p><b>Commercial Kitchen</b> may be hired for:</p> <ul style="list-style-type: none"> <li>• Not-for-profit purposes and fundraisers</li> <li>• Small scale businesses (eg cooking classes)</li> <li>• Commercial purposes <b>only</b> if the business is in a start-up phase to trial the viability of the business <u>and</u> for a <b>maximum of 12 hrs/week over a maximum period of 6 months</b>. Shire permits required.</li> </ul> <p>Floor Space 6m x 5m.            Commercial gas oven, microwave, dishwasher, fridge, kettle, urn. BYO for <u>all</u> other equipment, including utensils.</p>	<p><b>Community Kitchen Rate</b></p>	<p>1-4 hours \$35</p>	<p>Full day \$65</p>
	<p><b>Standard Kitchen Rate</b></p>	<p>By arrangement with Centre Manager</p>	
Kitchen hire process when applying for commercial use			
<p><b>Specific criteria and process for kitchen hire for <u>commercial</u> purposes (not applicable to not-for-profit activities):</b></p> <ol style="list-style-type: none"> <li>When a potential hirer contacts the Community Centre:             <ul style="list-style-type: none"> <li>• Identify purpose of hire: must align with MRCC objectives (start-up stage of business)</li> <li>• Identify usage limits: <b>maximum of 12 hrs/week and maximum period of 6 months</b></li> <li>• Identify specific days and times hirer would like to book (this info is needed in the CKR)</li> <li>• Complete an MRCC hire registration form.</li> </ul> </li> <li>Community Centre emails a “Commercial Kitchen Request” (CKR) to the Shire seeking approval to sub-lease the kitchen to the hirer (refer to template). Once CKR approval is received, Community Centre notifies the hirer.</li> <li>Hirer applies to Shire Environmental Health Service for a “Certificate of Registration of a Food Business” which will show MRCC as their permitted premises. The Shire will email a copy of this to MRCC if/once approved, to be kept on file with the hirer’s registration form.</li> <li>Enter bookings in Skedda.</li> </ol> <p>MRCC Kitchen has <b>Class 1 Food Premises Classification</b>. Proof of this can be provided to the hirer if required.</p>			

## Terms and Conditions of Hire

- All room hire usage must meet MRCC Inc Objects of the Association.
- All room hire agreements may be referred to the Centre Manager for final approval.
- Private functions and multi-day bookings for exhibition use may be considered, subject to existing bookings and Centre Manager approval.
- MRCC office is open Monday to Friday 9am- 1pm.
- Keys should be collected and returned during these times unless other arrangements are made. If keys are not collected and staff are called out a charge of \$30 will be incurred.
- A key may be arranged for repeat bookings; a refundable deposit of \$10 is required.
- Hirer will be charged the replacement cost of any lost keys.
- Payment: can be made in cash or an invoice will be issued after use. MRCC invoice cycles are monthly.
- Cancellation Policy: minimum notice of 24 hours prior to booking is required or full hire fee will be charged.
- The number of tables and chairs in each space may vary as these items may be moved between rooms as required.
- Please book for the time of your activity only and wherever possible we will factor in a 30 minute change-over between bookings to allow 15 minutes for the departing group and 15 minutes for the arriving group.
- MRCC is a self-funded not-for-profit organisation. Charges cover costs of cleaning, power, water, insurance and maintenance. By hiring the space, users agree to leave the area clean and ready for use by others. MRCC retains the rights to claim for damage that is not covered by room hire. Please contact MRCC staff if you notice damage to buildings or grounds or any issues which need repair.
- For Kitchen Hire, a refundable \$50 cleaning deposit is required at the start of the hire period.
- MRCC recommends hirers obtain their own Public Liability Insurance cover.

## To make a booking

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Call the office between 9am and 1pm Mon – Fri on 9757 3200 or email: [bookings@mrcc.com.au](mailto:bookings@mrcc.com.au)

## Promotion

- Hirer is responsible for their own marketing.
- MRCC will assist by promoting a hirer's event via a post on the MRCC facebook page (hirer to provide a png or jpg file for this purpose to [communications@mrcc.com.au](mailto:communications@mrcc.com.au)).
- Hirer can post flyers advertising event on the community noticeboards in the foyer of the main building.
- Hirer may choose to contact Radio Margaret River (RMR) about promotion over the local radio station: [hello@radiomargaretriver.com](mailto:hello@radiomargaretriver.com)

## Important Notes

### Lighting the oven

- Instructions for lighting the oven are given on the wall beside the stove.
- Please follow these carefully, step by step.
- Repair of the mechanism is very expensive and causes major inconvenience.

### Gas Bottles

- If the gas runs out you will need to manually switch bottles.
- They are located on the back wall within the kitchen garden.
- You need to turn on the full bottle and flow will then switch automatically.
- Please, also leave a note advising that you have done this – so we don't run out of gas.