



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

## Room Hire Information

Hirer Categories			
Community Rate	Community Business Rate	Standard Rate	
Applies to: - Individuals, small groups, clubs, interest groups where no income is being made from the activity	Applies to: - Small scale businesses or activities that generate an income - MRCC Tenants	Applies to: - Not For Profit agencies - Local, state and federal government agencies or representatives - Established commercial businesses	
Descriptions and Fees			
<p><b>Main Meeting Room</b>            Floor area 4.5m x 9m (COVID capacity Phase 4 = 20p)            Air conditioned, white board, 4 trestle tables, 25 chairs</p> <p><b>Small Meeting Room</b>            Floor area 4.5m x 6m (COVID capacity Phase 4 = 14p)            Whiteboard, 3 trestle tables, 15 chairs. Heater/fan.</p> <p><b>Church Gallery</b>            Floor area 6m x 9m (COVID capacity Phase 4 = 26p)            Air conditioned, 4 trestle tables, 38 chairs            Large wall for projection.            Vinyl flooring (carpet rug can be rolled out)</p> <p><b>Casual Office (in main building)</b>            Floor area 5m x 3m            Air conditioned, office desk, office chair, two arm chairs, 2 seater couch and coffee table</p> <p><b>Washhouse</b>            Two connected rooms.            Floor area 5m x 4m and 5m x 5.5m (COVID capacity Phase 4 = 24p)            5 trestle tables, 15 chairs, sink</p>	<b>Community Rate</b>	1-4 hours \$20	Full day \$38
	<b>Community Business Rate</b>	1-4 hours \$30	Full day \$58
	<b>Standard Rate</b>	1-4 hours \$40	Full day \$75
<p><b>Projector</b> for use on-site only. Bookings essential. Projector screen also available.            Brand: BenQ Fitting: HDMI</p>		\$10 for all hires	
<p><b>Hot Water Urn</b>            Hirer to provide all cups and equipment as well as consumables.</p>	No charge but bookings required.		
<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>	* Specific booking conditions apply when hiring the kitchen - refer to <b>MRCC Kitchen Hire Information</b> .		
	Community Kitchen Rate	1-4 hours \$35	Full day \$65
	Standard Kitchen Rate	By arrangement with Centre Manager	

## 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 can 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.
- For Kitchen Hire, a refundable \$50 cleaning deposit is required at the start of the hire period.
- 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.
- MRCC recommends hirers obtain their own Public Liability Insurance cover.

## To make a booking

Go to [www.mrcc.com.au/roomstohire](http://www.mrcc.com.au/roomstohire)

1. Select your preferred space
2. View availability of space
3. Register as a casual hirer
4. Submit a booking request by email to [bookings@mrcc.com.au](mailto:bookings@mrcc.com.au)

Please contact the office at any step of this process for assistance.

Office hours are 9am and 1pm Mon – Fri.

Tel: 08 - 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 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)