



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				
<u>Main Meeting Room</u> Floor area 4.5m x 9m (40m ²) Air conditioned, white board, 4 trestle tables, 25 chairs. <u>Small Meeting Room</u> Floor area 4.5m x 6m (27m ²) Whiteboard, 3 trestle tables, 15 chairs. Heater/fan. <u>Old Church</u> Floor area 6m x 9m (54m ²) Air conditioned, 4 trestle tables, 38 chairs. Large wall for projection. Vinyl flooring (carpet rug can be rolled out). <u>Casual Office: Doctor's Surgery</u> Floor area 3.6m x 3.7 (13m ²) Office desk, office chair, two arm chairs and coffee table. <u>Casual Offices: Nurses' Quarters #5 and #6</u> Each room has a floor area of 8.8m ² Office desk and 2 chairs. Wifi access maybe an option. <u>Wash House</u> Two connected rooms. Floor area 5m x 4m and 5m x 5.5m (52m ²) 5 trestle tables, 15 chairs, sink.	Community Rate	1-4 hours \$20	Full day \$38	
		Community Business Rate	1-4 hours \$30	Full day \$58
			Standard Rate	1-4 hours \$40
	<u>Projector</u> for use on-site only. Bookings essential. Brand: BenQ; Fitting: HDMI; Projector screen also available			\$10 for all hires
	<u>Hot Water Urn</u> Hirer to provide all cups and equipment as well as consumables.	No charge but bookings required.		
	<u>Commercial Kitchen</u> (please note there is no oven) may be hired for: <ul style="list-style-type: none"> • Not-for-profit purposes and fundraisers • Small scale businesses (eg cooking classes) • Commercial purposes only if the business is in a start-up phase to trial the viability of the business <u>and</u> for a maximum of 12 hrs/week over a maximum period of 6 months. Shire permits required. Floor Space 6m x 5m. Commercial gas stove, convection microwave, dishwasher, fridge, kettle, urn. BYO for all other equipment, including utensils.	Specific booking conditions apply when hiring the kitchen - refer to MRCC Kitchen Hire Information.		
Community Kitchen Rate		1-4 hours \$35	Full day \$65	
	Standard Kitchen Rate	By arrangement with Centre Manager		

Terms and Conditions of Hire

- By hiring this space, hirer agrees to these terms and conditions.
- 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. If you need to cancel, please email bookings@mrcc.com.au
- 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 changeover 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.
- MRCC recommends hirers obtain their own Public Liability Insurance cover.
- For Kitchen Hire, a refundable \$50 cleaning deposit is required at the start of the hire period.

To make a booking

Go to 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

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

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.
- There are two community noticeboards in the foyer where events can be advertised.
- Contact Radio Margaret River (RMR) directly about promotion over the local internet radio station: hello@radiomargaretriver.com