



Room Hire Registration Form Margaret River Community Centre

Name of Business or Organisation (if applicable):	
Contact name:	Tel:
Second contact (optional):	Tel:
Contact email for booking info, invoicing and correspondence:	
Activity being conducted:	
One-off <input type="checkbox"/> Recurring <input type="checkbox"/>	
Tick if venue is required on... Public Holidays <input type="checkbox"/> School Holidays <input type="checkbox"/> 2wk Christmas-NY <input type="checkbox"/>	
Payment: Invoice for payment will be issued monthly after the hire, to email provided above. Please note if an alternative payment arrangement is required:	
Hire agreement: I have read and agree to the Margaret River Community Centre terms and conditions of room hire <input type="checkbox"/> (For phone registration, verbal agreement and staff to tick)	
Name:	Sign:
	Date:

Booking Request

We allow 15 minutes between each booking; please record the exact time of your activity.

Room	Day & Date	Start & End Time	Agreed Fee
			\$
Projector: \$10/hire			\$
Would you like your activity promoted on MRCC's Facebook page or noticeboards? No <input type="checkbox"/> Yes <input type="checkbox"/> Send png or jpg of flyer to communications@mrcc.com.au			
For commercial use of kitchen: <input type="checkbox"/> Does hirer agree to maximum of 12hrs/week over a maximum period of 6 months <input type="checkbox"/> Has MRCC submitted a CKR to AMR Shire? This is needed before hirer can register as a food business <input type="checkbox"/> Does MRCC have a copy of the hirer's AMR Shire "Certificate of Registration of a Food Business"			
Collect & return keys via... Office <input type="checkbox"/> Verandah Lockbox <input type="checkbox"/> BD Lockbox <input type="checkbox"/> Other <input type="checkbox"/>			
Key replacement fee if a key is lost or not returned: \$25/key			
Cancellation Policy: 48hours notice by email required or full fee will be charged			
Office use: entered in Skedda <input type="checkbox"/>			