



9am-2pm, Mon, Wed, Fri
 Old Hospital Heritage Precinct
 33 Tunbridge St, Margaret River
 08 - 9757 3200 bookings@mrcc.com.au
[Make a Booking Request](#)

Room Hire Information

We offer a range of spaces for casual and ongoing hire in order to promote an engaged, resourced and active community. Room hire fees also provide an important income stream for the Community Centre's operations.

Description of venues	
<u>Main Meeting Room</u> Floor area 4.5m x 9m (40m ²) Air conditioned White board, 4 trestle tables, 25 chairs.	<u>Casual Office: Doctors Surgery</u> Floor area 3.6m x 3.7 (13m ²) Office desk, office chair, two arm chairs and coffee table.
<u>Small Meeting Room</u> Floor area 4.5m x 6m (27m ²) Heater/fan Whiteboard, 3 trestle tables, 15 chairs.	<u>Casual Offices: Nurses Quarters #4 and #5</u> Each room has a floor area of 8.8m ² Office desk and 2 chairs.
<u>Old Church</u> Floor area 6m x 9m (54m ²) Air conditioned. Large wall for projection. 4 trestle tables, 38 chairs. Vinyl flooring (carpet rug can be rolled out).	<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.
<u>Commercial Kitchen</u> May be hired for: • 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. Please note there is no oven . BYO for all other equipment, including utensils. There is no capacity for storing equipment or food between hires. Limited availability on Mondays and Wednesdays due to use by Margaret River Soup Kitchen.	
Hire rate	
\$30/ 2 hour hire	All spaces can be hired for a minimum 2 hour block, at \$30/2hr. 2-4hours = \$60 4-6hours = \$90 6-8hrs = \$120
Additional information	
<u>Projector</u> for use on-site only. Bookings essential. Brand: BenQ; Fitting: HDMI; Projector screen also available	\$10 per hire
<u>Hot Water Urn</u> Note, hirer to provide all cups and equipment as well as consumables.	No charge but bookings required.
By hiring a space at Margaret River Community Centre you are agreeing to the Room Hire Terms and Conditions, overleaf.	

Room Hire Terms and Conditions

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, Wednesday and Friday 9am-2pm. Keys are collected and returned via key lockboxes. Please return keys to lockbox promptly after your hire ready for the next user. We remind you to doublecheck the lockbox is locked each time you close it.
- ☐ 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 48 hours (2 business days) prior to the booking is required or full hire fee will be charged. If you need to cancel, please email bookings@mrcc.com.au
- ☐ Repeat cancellations: if 2 consecutive sessions are cancelled at short notice, MRCC may revoke an ongoing booking in order to ensure maximum community access and usage of the hire spaces.
- ☐ The number of tables and chairs in each space may vary as these items may be moved around the complex. Please avoid moving furniture, but if you do ensure to return it to the original space.
- ☐ Please book for the time of your activity only and wherever possible we will factor in a 30 minute changeover between bookings, allowing 15 minutes for the departing group and 15 minutes for the arriving group.
- ☐ MRCC is a self-funded not-for-profit organisation. Hire fee covers 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. There is a vacuum in the Old Church, please use this if your activity has dirtied the floor as another hirer may be in before the cleaner.
- ☐ Please ensure all lights and appliances are switched off before you depart and lock all doors you have unlocked.
- ☐ MRCC retains the rights to claim for damage incurred that is not covered by the room hire fee.
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 request via HallMaster

1. www.mrcc.com.au/roomstohire: Identify which space suits your purpose:
2. Click on: [View Availability and Make a Booking Request](#)
3. Select your preferred room
4. Find the date and click on the +. Follow the prompts to make your booking request:
 - For your first booking, you are a 'new user'; if you have booked before, you 'log in'
 - Booking Name: Your activity or group name and where relevant add: (By Appointment) or (Starts at xx:xx). Our default is to show the name of each activity or organisation using the Community Centre venues; this will show on Centre calendars. Please specifically advise the office if you require a generic activity name to show as the Booking Name.
 - Time: Book for the exact time of your session, we will allow 15minutes before and after each session for changeover.
 - Recurring: If you would like to book more than one date, enter the recurring dates.
 - Customer: enter and select your name (which will show once you have registered as a Customer and/or have logged in).
 - Type = Casual Hire
 - Rate = Rate per 2 hours conditional
 - Additional items: projector hire (if required)
 - Description: Please add a clear description of your activity or organisation and how people can contact you (website, social media, email, tel)
 - Privacy: select "Public – Contact Details Hidden" Your Customer registration details will be hidden and people will only see the details you list in the above Description.
 - Save
- You will receive a confirmation email within 1 business day. Please check if any arrangements are in place for keys.

5. If you have any difficulties, send your booking request to bookings@mrcc.com.au (include venue, date, time and your contact details so we can follow up).

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

Office hours are 9am-2pm Mon, Wed, 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



Room Hire

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| 1. Main Meeting Room | 5. Nurses' Quarters Casual Office NQ5 |
| 2. Small Meeting Room | 6. Wash House |
| 3. Commercial Kitchen | 7. Doctor's Surgery Casual Office |
| 4. Nurses' Quarters | 8. Old Church |
| Casual Office NQ4 | |

