

Room Hire Charges & Conditions

CHARGES:

\$20.00 per room for one hour hire only	⇒	Not for profit/community organisations.
\$15.00 per room/hour (for room hire of 2 hours or more) (Standard Meeting Room Only)		
\$30.00 per room for one hour hire only	⇒	Corporate/business.
\$25.00 per room/ hour (for room hire of 2 hours or more) (Standard Meeting Room only)		
\$25.00 per hour (not for profit/community org)	⇒	Meeting room 4 only (with Kitchenette)
\$30.00 per hour (corporate/business)		
\$35.00 per hour (9am – 4pm only)	⇒	Commercial kitchen hire <small>(For community groups only)</small> <small>Subject to availability & conditions apply.</small>
\$60.00 for 4 hours + \$10.00 per hour after	⇒	Front Courtyard Hire (Fixed rate for not for profit and businesses)

****For AFTER BUSINESS HOURS/WEEKEND USE, please email bookings@maryboroughnc.org.**

EQUIPMENT HIRE

Equipments available at the centre:

• White board	\$10.00 per day
• Projector Screen	\$10.00 per day
• Sound System (Stereo)***	\$25.00 per day
• Data Projector ***	\$25.00 per day
• Laptop ***	\$25.00 per day

Terms and Conditions of Room Hire: PLEASE READ!!!

****If you are considering booking a series of dates, please read "Series of Bookings Terms and Conditions" below. Thank you****

General (applies to ALL users of the centre):

- Accommodate training, meetings and workshops or any similar functions only. (NO PARTIES!!!)
- If you are a [New Client](#) of the centre, full payment of room hire is required prior to your event/workshop.
- Miscellaneous charges such as catering, equipment hire, printing etc. will be invoiced separately.
- If the Centre is unable to provide the use of rooms/ due to unforeseen & or unavoidable circumstances, then a refund corresponding to the number of hours the rooms were not used for (hours/days) will be returned.
- FOR NEW CLIENTS: Your booking will only be confirmed once full room hire payment has been received.
- All users IS required to provide us with a copy of your public liability insurance and a signed and completed Function Order Form.
- Functions/workshops/meetings finishing after 4:30pm must obtain a building key prior to your scheduled function.

*****PLEASE TURN OVER PAGE *****



- Organisers and facilitators must be aware of the centre's emergency procedures and be familiar with the centre's building plan.
- Organisers and facilitators must ensure that participants are well aware of the emergency procedures and exit doors remain unlocked and free of obstructions.
- Organisers and facilitators are responsible for the safety of their participants during an emergency.
- If a building key is required, it must be picked up by the **ORGANISER** of the meeting/workshop no earlier than the day before or on the day of your scheduled workshop/meeting and must be returned on the next business day. Charges may apply for the late return of the centre's building key unless prior written agreement/arrangement has been made with the Centre Manager.
- Unless advised, a building key will **NOT** be issued to anyone else but the organiser of the meeting/workshop.
- The Maryborough Neighbourhood Centre requires at least **3 days' notice (does not apply to series of bookings)** for any cancellations. Any late cancellations or no shows will result the organisation paying for the full amount of room hire as per the function order.
- Room hire is charged on an hourly rate. A fraction of an hour use of the room is charged as a full hour.

Series of Bookings Terms and Conditions

- For a series of bookings, you can book in three (3) month blocks & all blocks must always be paid in advance, **with no refund** if you decide to cancel, as these are considered confirmed bookings, and will apply to both **current/previous & new clients**.
- Depending on availability of rooms, continuation of bookings can be made by the client through a new function order form at least one month before the first three (3) month block ends.
- An organization/individual can book a meeting room for 3 months or more (depending on room availability), and rooms can be secured for longer than three (3) months if this is paid in advance & you **understand** that there will be **no refund** if you decide to cancel the booking.
- If the organization/individual is unwilling to pay for the whole three-month block, then a monthly booking can be offered – with additional bookings to be made by way of a (new FO) Function Order Form by the Client at least a week before the last booking ends. Regular invoicing takes effect after the function date, however, if you're a **new client**, then payments in advance/invoicing is required.
- For new clients, an invoice will be sent to you and once payment has been received, your booking will be confirmed.