



Room Hire Charges & Conditions

Business Hours Charges

\$20.00 per room for one hour hire only \$15.00 per room/hour (for room hire of 2 hours or more) (Standard Meeting Room Only)	⇒	Not for profit organisations
\$30.00 per room for one hour hire only \$25.00 per room/ hour (for room hire of 2 hours or more) (Standard Meeting Room only)	⇒	Corporate/businesses
\$25.00 per hour	⇒	Meeting room 4 only (with Kitchenette)
\$35.00 per hour (9am – 5pm 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!!!

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. An invoice will be sent to you and once payment has been received, your booking will be confirmed.
- All users will be 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.
- 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.

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- 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, 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 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.

FOR AFTER HOURS / WEEKEND USERS ONLY:

- Strictly from 5pm – 9pm only if using the centre after business hours.
- A refundable bond of \$150.00 is required to be settled at centre reception during business hours prior to your function. *(Conditions apply)*
- Refundable bond of \$150.00 will only be released if Bond Release Conditions are met. *(Please read conditions below)*
- The function organiser is in charge of the security of the centre when using during after-hours and weekends. The front entrance must be locked at all times when inside the building. A door bell is always provided to after-hours users for those arriving late.

Bond Release Conditions (For after-hours & weekend users):

1. Rooms must be left clean and tidy before you vacate the premises or a \$50 fee will be deducted from your bond for cleaning.
2. Any damages inflicted within the room(s) you are occupying, centre's equipments, and any other areas of the centre you are accessing (e.g. walls, tables, chairs, cupboards, doors, toilets, kitchenette, centre equipments etc.) will automatically void the release of your bond. *(Additional charges maybe required depending on the extent of the damage after an appropriate investigation has been conducted.)*
3. Your organisation is liable for ANY COST incurred if you lose the centre's key and will automatically void the release of your bond.