

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 (For community groups only) <i>Subject to availability & conditions apply</i>
\$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.