

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 – from 9 am to 4 pm)		
\$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 – from 9 am to 4 pm))		
\$25.00 per hour (not for profit/community org)	⇒	Meeting room 4 only (with Kitchenette)
\$30.00 per hour (corporate/business) (From 9 am to 4.00 pm)		
\$35.00 per hour (9am – 4pm only)	⇒	Commercial kitchen hire (For community groups only) Subject to availability & conditions apply.
\$60.00 for 4 hours + \$10.00 per hour after (9am – 4pm only)	⇒	Front Courtyard Hire (Fixed rate for not for profit and businesses)

To make a booking or for more information, please email bookings@maryboroughnc.org.

EQUIPMENT HIRE

Depending on availability:

• 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 are required to provide a with a copy of their public liability insurance and a signed and completed Function Order Form and information about their charity status if applicable.
- Functions/workshops/meetings finishing after 4:00 pm requires prior arrangement and approval as the centre closes at 4.00 pm.

*****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 the 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 block & must 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 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 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 payment 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.