**Logo

Description automatically generated** **Margaret River Uniting Church, 60 Tingle Ave, Margaret River.**

**Enquiries: Booking officer at** [**elton5@bigpond.com**](mailto:elton5@bigpond.com) **or 0429797767**

**Room Use Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User Categories** | | | | | |
| **Community Rate**  Individuals, small groups, clubs, interest groups, or charity concerts, where no income is being made from the activity. | **Community Business Rate**  Small scale business or activities that generate an income e.g. dance classes | | | **Standard Rate**  Not for profit agencies, government agencies or representatives, established commercial businesses. | |
| **Description and rates** | | | | | |
| **Main Auditorium**  Floor area 12m x 12m seating area  Max 100 people, no air con, ceiling fans, heating, 82 chairs, 20 extra plastic chairs, audio & big screen, microphones, lectern, trestle tables if required, carpet flooring,  Baby grand piano. | | **Community Rate**  **$100 per ½ day** | **Com. Business Rate**  **$120 per ½ day** | | **Standard Rate**  **$150 per half day** |
| **Social Area**  Max 38 people Floor Area8m x 6m access to enclosed courtyard and kitchen servery. Operable wall between main auditorium, Tile floor, sink, 38 chairs, 3 x large foldable table, 3 x small tables. No air con or heating, ceiling fans. | | $30 per 2 hours | $40 per 2 hours | | $50 per 2 hours |
| **Kitchen –** non-commercial. Instant hot water, urns available, 6 burner gas stove, electric oven, dishwasher, small fridge, kettle, microwave, coffee plunger pots. Crockery, cutlery, wine glasses for approx. 100. | |  |  | |  |
| **Small Meeting Room**  Max 12 people Floor Area 6m x 4m  No aircon or heating, ceiling fans. 12 chairs, foldable table and white board. | | $25 per 2 hours | $30 per 2 hours | | $35 per 2 hours |
| **Auditorium, kitchen and Social Area Package (includes audio and/or piano use)** | | $130 per ½ day | $150 | | $200 per ½ day |
| **Kitchen and Social Area package x 2 hours** | | $40 | $50 | | $60 |
| **Liability insurance is compulsory** and needs to be added if hirer doesn’t have their own and able to quote policy no. | | $10 per use | $10 per use | | $10 per use |
| **Baby Grand Piano for private practice** | | $15 per hour | **-** | | **-** |
| **Separate Concert Practise sessions** | | $50 per use | $60 per use | | $70 per use |

**Terms and Conditions of Hire**

* By using this space, user agrees to these conditions.
* All room usage must be approved by MRUCA.
* Unless otherwise arranged, to pay the agreed amount before use takes place by direct debit to Margaret River Uniting Church BSB 016-520 Acc 457247708. Notation: Name & Building Use.
* A minimum of 24 hours cancellation must be given for full refund.
* MRUCA is a not-for-profit organisation and charges cover costs of cleaning, power, water, insurance, upkeep and maintenance.
* MRUCA needs to be notified if any damage occurs and MRUCA retains the right to claim for damage not covered by insurance.
* The user agrees to leaving the premises in a clean and tidy state or incur a cleaning fee of up to $80.
* To provide adequate supervision.
* To obtain permission to display any promotional material at the premises.
* To ensure that no alcohol be consumed on the premises unless permission has been granted by MRUCA and appropriate permits have been obtained.
* Piano is not to be moved.
* Ensure that all lights etc are turned off and the premises secured on departure.
* These rates are an indication only and may be subject to change.

**Booking Request Details:**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation & Category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone and email details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Booking and Rooms/equipment required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Liability Insurance Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or**

* **Request UCA liability Insurance**

**Date of Booking Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approximate Number of People Attending: \_\_\_\_\_\_\_\_ Admission fee or class charge \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Declaration (Individual)** I undertake to be in attendance during the specified times. I will ensure all conditions defined with regards to the premises are complied with.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Declaration (Group)** I confirm I am authorised to act on behalf of the above organisation and to be in attendance during the specified times. I will ensure that all conditions defined with regards to the premises are complied with.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_