**** **Margaret River Uniting Church, 60 Tingle Ave, Margaret River.**

 **Enquiries: Booking officer at** **elton5@bigpond.com** **or 0429797767**

**Room Use Information**

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| **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 areaMax 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 4mNo 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_