Thank you for considering Ravensthorpe Community Resource Centre (RCRC) for your event. Whether you need a fully-equipped venue to host your function or you are holding an event offsite & require reliable and up-to-date tech equipment, RCRC can assist.

Venue & Equipment Hire Rates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| VENUE | Members / NFP  Half daily rate  (up to 4 hours) | Members / NFP  Daily rate | Corporate  Half daily rate  (up to 4 hours) | Corporate  Daily rate |
| Amber Room | 40 | 75 | 75 | 150 |
| Rubix Cube Room | 25 | 50 | 50 | 100 |
| Study Room | 25 | 50 | 50 | 100 |
| Kitchen\* | 12.50 | 25 | 25 | 50 |
| Out of business hours | 35 per hour | 35 per hour | 35 per hour | 35 per hour |
| Internet |  | ½ the hourly rate |  | Hourly rate |
| Tea, Coffee & drinking water\* |  | $2 per person |  | $3 per person |

See over for photos of venue rooms

|  |  |  |
| --- | --- | --- |
| EQUIPMENT | Members/ NFP  Daily rate | Corporate  Daily Rate |
| Laptops | 10 each | 20 each |
| Portable Projector | 25 | 50 |
| Portable PA System | 25 | 50 |

Rates including GST

TERMS & CONDITIONS

BOOKINGS Tentative bookings will be held for fourteen days. Full payment is required during this timeframe to secure the booking. Payment can be made via credit card or EFT:

RCRC Bank Details

Account name: Ravensthorpe Community Resource Centre

BSB: 036 184

Account: 104772

CANCELLATIONS All cancellations must be received in writing. Cancellations within 48 hours of the booking date will incur 50% of fee.

DAMAGE TO PROPERTY RCRC does not accept any responsibility for damage or loss to any of the clients’ property left on the premises prior, during or after a function. Clients are financially responsible for damage to any RCRC property or equipment by their guests. Any damage will be billed.

FOR VENUE HIRE Rooms are to be left in a tidy and clean state. Please dispose of all rubbish, bins are located through the back door. Please place all furniture back into the position they were found in. Vacuum clean if required, the vacuum can be found in the storage room.

For any long term weekly venue bookings, a discount rate may be available at the Manager’s discretion.

Any approval granted is subject to compliance of hire conditions.

**\***If bringing own refreshments (tea/ coffee etc.) there will be a $10 surcharge for the use of the urn, electricity & crockery for the day (for Corporate only, Members & NFP free).

**Admin hand completed form to bookkeeper for invoicing before filing.**

**VENUE HIRE FORM**

Name:

Organisation:

Address: \_\_\_\_\_\_\_ \_\_\_\_\_\_

Phone:

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/s of booking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finish time (including clean up): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will require out of business hours: Y / N If yes, how many hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please select the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| VENUE | Members / NFP  Half daily rate  (up to 4 hours) | Members / NFP  Daily rate | Corporate  Half daily rate  (up to 4 hours) | Corporate  Daily rate |
| Amber Room | 40 | 75 | 75 | 150 |
| Rubix Cube Room | 25 | 50 | 50 | 100 |
| Study Room | 25 | 50 | 50 | 100 |
| Kitchen**\*** | 12.50 | 25 | 25 | 50 |

Total charge (including any out of business hours charged at $35/hr): \_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  

Study Room: seats 6, window walls (3x4.5m) Rubix Cube Room: Private room, seats 6 (3x6m)

 Amber Room: Conference room, seats 15 (5x8m), smartboard available to hire in this room.

**\***If bringing own refreshments (tea/ coffee etc.) there will be a $10 surcharge for the use of the urn, electricity & crockery for the day (for Corporate only, Members & NFP free).