

Room Hire Booking Form

Hirer Details

Hirer Name/Contact		Phone Number	
Business Name		Email	
Address			
Purchase Order (If Applicable)			
Member of Morawa CRC	Yes/No	→ Please note that membership discounts apply to room hire	

Booking Details (all prices inclusive of GST)

Date(s) of Hire			
Type of Usage (please circle)	Government , Business, NPO	→ \$100 BOND REQUIRED in advance	
	Group Meeting (eg AGMs), Local Study/Activity Group	→ NO BOND REQUIRED	
Facility (please tick)	INTERNAL OFFICE ROOM: Furnished and airconditioned office within the main CRC building, with desk, office chair, visitor chair, drawer unit and table. Shared use of the CRC kitchen and bathroom amenities. Ancillary services also available, such as office support from our staff, printing services and WiFi.	Full Day 8.30am-4.30pm \$60.00	
		Half Day 8.30am-12.30pm \$40.00	
		Half Day 12.30pm-4.30pm \$40.00	
		Per Hour \$20.00 Time: _____	
	REAR CONFERENCE ROOM: Large conference room with separate entry from main CRC building, airconditioned with tables and chairs for up to 50 people. Includes kitchenette with sink, microwave, coffee and tea facilities, urn and pie warmer. Also includes outdoor patio area, with outdoor table and chairs. Ancillary services also available, such as office support, equipment hire, printing services, WiFi and catering.	Full Day 8.30am-4.30pm \$90.00	
		Half Day 8.30am-12.30pm \$65.00	
		Half Day 12.30pm-4.30pm \$65.00	
		Per Hour \$25.00 Time: _____	
	REAR OFFICE/CUPBOARD ROOM: Opening into the large conference room, is a furnished and airconditioned office with desk, office chair, visitor chair, drawer unit, filing cabinet & table. Shared use of the conference kitchenette and outdoor area. Also included is a large storage room lined with waist height cupboards that can be used for storage or as a second office or meeting room.	Full Day 8.30am-4.30pm \$54.00	
	Half Day 8.30am-12.30pm \$39.00		
	Half Day 12.30pm-4.30pm \$39.00		
	Per Hour \$25.00 Time: _____		
Special Requirements (if any)	PROJECTOR (with VGA port)	\$50 Per Hire (\$100 Refundable Cash Bond for taking off site)	
	PROJECTOR SCREEN (178mmx178mm) with Tripod	\$20 Per Hire (\$75 Refundable Cash Bond for taking off site)	
	ELECTRONIC WHITEBOARD	\$10 Per Hire (unable to be removed from site)	
	TV & DVD PLAYER (flat screen TV with DVD player)	\$10 Per Hire (unable to be removed from site)	
	CATERING REQUIRED	Please advise your selections on our separate form	

Hirer's declaration

I agree to the Morawa Community Resource Centre's Room Hire Conditions of Use, to hire the above requested facilities at the Morawa Community Resource Centre.

Hirer Signature _____
Date: _____

OFFICE USE

Date Rec'd: _____	BOND PAID	BOND RETURNED
Officer: _____	Date _____	Date _____
Charges Rec/Inv # _____	Method: Cash EFT	Method: Cash EFT
Departure: _____		