

### Administration services

|                                |                     |        |
|--------------------------------|---------------------|--------|
| <b><u>A4 PRINTING</u></b>      | B&W – Up to 4 pages | \$1.00 |
|                                | Colour- per page    | \$1.00 |
| <b><u>A3 PRINTING</u></b>      | B&W – Up to 2 pages | \$1.00 |
|                                | Colour – per page   | \$2.00 |
| <b><u>SCANNING / EMAIL</u></b> | Up to 4 pages       | \$1.00 |
| <b><u>LAMINATING</u></b>       | A4                  | \$2.00 |
|                                | A3                  | \$4.00 |
| <b><u>FAX SENT</u></b>         | Local               | \$2.00 |
|                                | Interstate          | \$3.00 |
|                                | International       | \$5.00 |
| <b><u>FAX RECEIVED</u></b>     | B&W / Colour        | \$2.00 |
| <b><u>TELEPHONE CALLS</u></b>  | Standard            | \$1.00 |
|                                | STD                 | \$2.00 |
|                                | Mobile              | \$3.00 |

### Room hire

| <b><u>For rent</u></b>               | <b>Max amount of people<br/>(without tables)</b> | <b>Per hour<br/>Tax ex.</b> | <b>Full day<br/>8hrs<br/>Tax ex.</b> |
|--------------------------------------|--|-----------------------------|--------------------------------------|
| <b><u>AUDITORIUM</u></b>             | 80   | \$80                        | \$500                                |
| <b><u>COMMERCIAL<br/>KITCHEN</u></b> | 10   | \$60                        | \$300                                |
| <b><u>FUNCTION CENTRE</u></b>        | 40   | \$66                        | \$374                                |
| <b><u>MPR4</u></b>                   | 20   | \$50                        | \$300                                |
| <b><u>MPR1</u></b>                   | 11   | \$40                        | \$240                                |
| <b><u>STANDARD OFFICE</u></b>        | 3  | \$15                        | \$60                                 |

### Equipment hire

|   |                                  |                                 |
|---|----------------------------------|---------------------------------|
| <b><i>Laptop, projector, camera, coffee machine, flip board, speakers, webcam</i></b> | \$10.00<br>Tax ex.<br>(Per hour) | \$50.00<br>Tax ex.<br>(8 hours) |
| <b><i>Cutlery / crockery hire</i></b>   | \$1.00 per head<br>Tax ex.       |                                 |

### Additional services

|   |                    |
|---|--------------------|
| <b><i>Individual assistance i.e. computer training, iPad training, educational assistance</i></b> | \$25 per half hour |
|---|--------------------|

***Centrelink: (08) 9851 2832***

***Monday – Friday 9:00am – 1:30pm***

# MBCRC Pricelist

| <b>BINDING</b>           |  |        |
|--------------------------|--|--------|
| 5 mm – Up to 35 pages    |  | \$3.00 |
| 6mm – Up to 55 pages     |  | \$4.00 |
| 8mm – Up to 70 pages     |  | \$5.00 |
| 11mm – Up to 100 pages   |  | \$6.00 |
| 12.5mm – Up to 115 pages |  | \$7.00 |
| 14mm – Up to 130 pages   |  | \$8.00 |

| <b>SMALL MEETING</b> |   |      |       |
|----------------------|---|------|-------|
|                      | 3 | \$25 | \$150 |
| <b>ROOM</b>          |   |      |       |

**Library:**

**Tuesday – Friday 10:00am – 5:00pm**

**Saturday 9:00am – 12:00pm**

**Food Relief Agency:**

**Tuesday – Thursday 9:00am – 12:00pm**

- ⇒ All **cancellations** must be done at least 48 hours prior to your booking otherwise fees will still apply
- ⇒ +25% after before 9:00AM and after 5PM surcharge
- ⇒ The maximum number of people is an estimate only. The nominated amount is based on the room having tables and chairs only
- ⇒ All persons hiring an 'office' or 'small meeting room' have access to the kitchenette for tea and coffee facilities. Please ensure that you wash up after you are done and leave the kitchenette in a desirable state
- ⇒ If additional cleaning is required beyond our standard requirements, an extra cleaning fee of \$27.50 ex. per hr could be added to the room hire. Reasonable wear and tear is expected – damages and breakages you pay for
- ⇒ If you require a variation to the room set up there could be a 'put-up' or 'take down' fee of \$27.50 ex. per hr added to the room hire
- ⇒ Wi-Fi access is free only to the facilitator only when booking a room. All other persons requiring Wi-Fi must pay the \$5.00 per day fee

