



Midland  
Women's  
Health  
Care  
Place Inc.



# VENUE HIRE

## package

### 2024





**To empower  
women & their families  
to build a brighter future**

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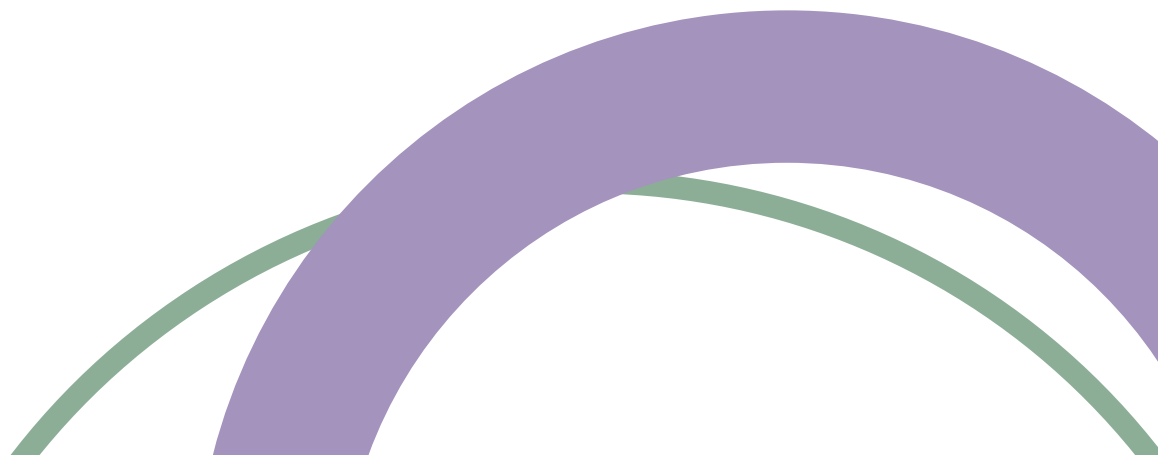
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# Welcome to MWHCP

At Midland Women's Health Care Place (MWHCP), our mission is to provide comprehensive healthcare, support, and refuge services to women in the Eastern Corridor community. We are committed to creating a safe and supportive environment where women can access the care and resources they need to thrive.

Our organisation has a strong history of collaboration to address the unique challenges faced by women in our community. By working with like-minded groups, we can offer a holistic range of services that cater to women's physical, emotional, and social well-being.



# MWHCP Services

## COUSSELLING & ADVOCACY

We provide private and empathetic counselling and advocacy to assist women in addressing a variety of life's challenges. These challenges include domestic violence, mental health issues, trauma, and personal development. Our experienced staff is committed to offering high-quality, individualised care to meet the unique needs of women.

## FAMILY & DOMESTIC VIOLENCE SUPPORT

Nardine Wimmin's Refuge is a safe haven for women and their children who are experiencing domestic violence or homelessness. Our refuge provides temporary accommodation and support to help women rebuild their lives.

## COMMUNITY PROGRAMS

We are deeply committed to community outreach and education. Our programs aim to empower women with knowledge and skills to lead healthier and more fulfilling lives. This includes workshops, support groups, and educational initiatives on various women's health and well-being topics.



# The Swan Room

UP TO 40 PEOPLE

The Swan room is a versatile space with room for a seated or standing event. This space connects to our courtyard, which has a sandpit and can host an additional 20 people.





# The Avon Room

UP TO 20 PEOPLE

The Avon room is next to the Swan room and can be hired in conjunction with the Swan room if you require separate spaces with close accessibility. Both the Swan and Avon rooms are close to a basic kitchenette.



# Counselling Room/Office

Our counselling rooms contain a desk space, a chair, and plush armchairs perfect for one-on-one client engagement. Some of these rooms have space for several clients/carers to be supported in one session. Counselling room hire also gives access to the staff kitchen, which contains an oven, microwave, filtered water, fridge, and general kitchen accessories.





# The Board Room

UP TO 10 PEOPLE

The Board room hosts two large tables perfect for group discussions and meetings. This space looks into our inner courtyard, creating a peaceful and calm environment.



# Conditions of Room Hire

## FEES & CHARGES

- Hirer agrees to pay the rental fees as per the invoices issued
- A deposit of \$50.00 is payable at least 7 days in advance to secure your booking
- The hirer will be charged for any damage to equipment or property
- A call-out fee of \$170.00 will be charged to the renter each time the security alarm is set off, requiring a call-out by staff, police or security service.
- A bond may be added to the invoice depending on the purpose of the hire
- A cleaning charge may be added to your invoice if the room is not returned in the condition it was hired

## ROOM USE & CONSUMABLES

- The room must only be used for the purpose stated on the application form
- No subletting or sharing of space is permitted
- Access to the communal kitchenette area and toilet facilities is included in this rental
- The hirer will supply their own tea/coffee and milk; otherwise, a fee will be charged in accordance with the agreed fees
- A per booking fee in addition to room rental is charged for the use of consumables at the following rate:
  - \$5.00 for up to 15
  - \$10.00 for up to 25
  - \$15.00 for 25 +
- Please consider the time required to set up, tidy and clean the venue when choosing your hire period, as hirers may not be permitted to remain inside after the finish time specified in the Agreement



## **GENERAL**

- All hirers must provide a copy of their certificate of insurance
- MWHCP is a no-smoking zone. To smoke, one must stand at least 10 meters from the entrances
- No storage or consumption of alcohol will be permitted without prior authorisation from the CEO
- The hirer is responsible for the conduct and behaviour of all persons attending their function
- All persons entering MWHCP grounds are responsible for their own health and well-being
- The hirer agrees to use only the part of the facility nominated in the user agreement.
- No fire, including fire performances and ceremonies, except for birthday candles, are permitted in the rooms or surrounding grounds at any time
- No smoke machines or any other equipment that may cause the smoke alarm to activate are to be used inside the rooms
- No graffiti art or spray painting will be conducted within the venue or surrounding grounds
- Animals are not permitted on the grounds of MWHCP, except for registered assistant animals
- To avoid permanent damage to the rooms, we ask that decorations be limited to the tables and not the walls, ceilings, or windows
- MWHCP does not insure any goods or equipment that is brought into the venue or left by the hirer or invitees.

## **SIGNAGE**

- All placement of signage is at the discretion of the CEO

## **SECURITY & ACCESS**

- Keys will be available to hirers. No copies of these keys are to be made. All keys must be returned to the locked box at the conclusion of the event
- Unless otherwise agreed, access to the premises will only be permitted during the hire period
- MWHCP staff may attend in and around the premises during the hire period
- MWHCP staff have the authority to eject a person or persons from or refuse entry to the premises or terminate an activity if, in his/her reasonable judgement, the person or persons that are not adhering to the conditions of this agreement or the premises are being used for a purpose other than that specified in this agreement.

## **CLEANING**

- The room will be left clean and tidy for each hirer. General tidying up, packing away, and cleaning of spillages and spoils is the responsibility of the users
- A mop, bucket and broom, plus cleaning products, are available if required, but hirers will need to provide their own sponges/paper towels to clean any unavoidable spills on table tops and chairs
- All the tables and chairs must be cleaned before packing them away neatly
- The floor needs to be swept, spills mopped up, and rubbish placed in the outdoor bins provided
- Failure to leave the venue in a clean state may result in a cleaning charge of \$50




# Cancellation Policy

## CANCELATION BY HIRER

MWHCP requires a minimum of 48 hours written notice (email acceptable) to cancel any booking. In the event of cancellation within less than 48 hours, the hirer must pay 100% of the charges.

## CANCELATION BY MWHCP

MWHCP reserves the right to cancel your booking (or future bookings) if the terms and conditions of hire are breached. MWHCP will provide written or verbal notice cancelling a booking (without advance warning if necessary) if:

- The regular hirer neglects to pay invoiced fees within the required timeframe: Cancellation fee equals 100% of hire charges.
  - MWHCP become aware that any event, goods, or services proposed to be held or provided by the hirer is/are objectionable, dangerous, inappropriate for the venue, prohibited by law, or would be detrimental to MWHCP. In this case, any payment received may be retained by MWHCP.
  - Repairs or alterations are underway.
  - The premises are unfit due to electrical or security failure or damage.
  - The hirer has not provided evidence of adequate insurance coverage if required.
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# Evacuation Plan





# Fees & Charges

## SWAN, AVON & BOARD ROOM

\$35 per hour

## COUNSELLING/OFFICE SPACES

Hirer	Hourly rate (ex GST)	Day rate (ex GST)
<b>NFP/NGO</b>	<b>\$27.50</b>	<b>\$110</b>
<b>Private</b>	<b>\$30</b>	<b>\$120</b>

## CONSUMABLES – TEA, COFFEE & MILK

\$5.00 for up to 15

\$10.00 for up to 25

\$15.00 for 25 +

## PAYMENT CONDITIONS

MWHCP will invoice all hirers.

Ad hoc hirers must pay in full 7 days in advance.

Regular/long-term hirers will be invoiced monthly.





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