

# Shire of Augusta Margaret River Meeting Rooms - Not for profit organisations



18 March 2021

File CPT/44

## Meeting Rooms

Council Chambers and Mainbreak are available for use by not for profit community organisations.

Council Chambers Capacity	Facilities and conditions
Horseshoe configuration – seats 15 Lecture configurations – seats 40	Audio visual equipment and Laptop (laptop preferred) Podium and microphone

Mainbreak Capacity	Facilities and conditions
Meeting room configuration – seats 25	Audio visual equipment and Laptop connection Polycom

### Terms and Conditions of Use:

#### Council Chambers

- Desks and Chairs can be rearranged except for the horseshoe table configuration.
- All audio visual/laptop and other equipment must be switched off at the end of the meeting.
- Users will vacate the room at the time specified in the booking form.
- The room must be left as it was found.

#### Mainbreak

- Furniture can be moved to a certain extent; care must be exercised as there is cabling which runs under the tables for the audio visual and other equipment.
- Tables must not be dragged and are to be returned to their original position immediately after the event has finished.
- Users will vacate the room at the time specified in the booking form.
- The room must be left as it was found.

### Acknowledgement of Terms and Conditions of Use

Organisation \_\_\_\_\_

Event date \_\_\_\_\_ Event time Start \_\_\_\_\_ Finish \_\_\_\_\_

SHIRE OF AUGUSTA MARGARET RIVER

Room Required



Council Chambers



Mainbreak

Council Chambers (pictured below)



Mainbreak (pictured below)



MEETING ROOMS - NOT FOR PROFIT ORGANISATIONS

Assistance Required (ie ITC)

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I agree to abide by the conditions of use as outlined above.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

Office Use Only	
CSO Officer meeting Room Booked and confirmation:	Date: