

## Conditions of use

I have read the MCLaSS information about hiring a room and agree to the guidelines.

I will pay the bond and fee and be responsible for the room and the key while it is being hired.

I agree to pay for any damage to MCLaSS property or facilities.

I agree to the conditions of use for hiring a room at the Multicultural Learning & Support Service.

Name

Signature

Date

A copy of the terms of hire and contract will be emailed to you.

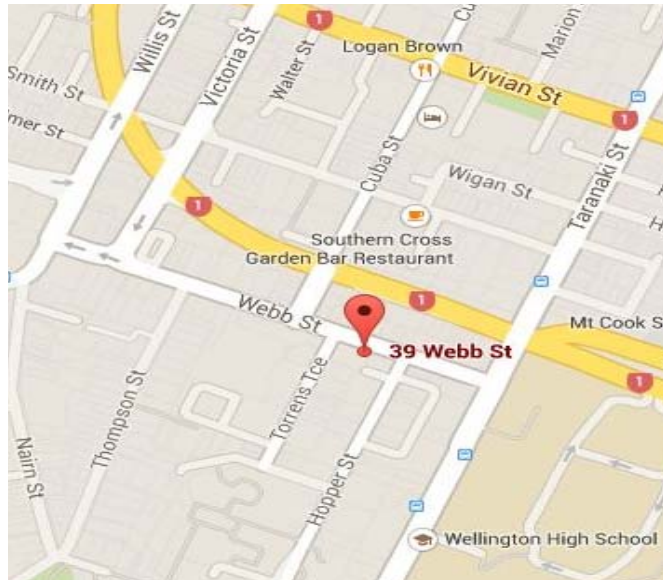
Confirmation is on payment of your bond. Refund of bond is to a bank account you have advised in the hire agreement.

Your booking helps support refugee and migrant communities in Wellington.

## MCLaSS services

Our free services support refugees and migrants whose first language is not English to:

- Learn English
- Find a job
- Choose a career path
- Make a study plan



**Find us at:**

**Ranchhod House**

**Level 1, 39 Webb Street, Te Aro, Wellington**

**Tel: 04 384 3693**

**Email: [room.hires@mclass.org.nz](mailto:room.hires@mclass.org.nz)**

**PO Box 27-342, Wellington 6141**



**Multicultural Learning & Support Services**

# Rooms for

[www.mclass.org.nz](http://www.mclass.org.nz)

## Rooms available

Rm	Capacity	Notes
1	Classroom: 16-18. Auditorium: 24-30	Large rectangular tables can be set out as U shape or board-room style.
2	Classroom: 20-26. Auditorium: 40-50	Mix of round and rectangular tables – can be set out as islands or U shape.
3	Classroom: 22-30	Small round tables, seat 3-4 each.
4	Meeting: 8+	One big round table, with space for some extras behind those seated at rectangle tables.

## Standard Rates (GST incl.)

\$30	Per room per hour—includes tea, coffee,
\$10	Extra per data projector per hire
\$200	Bond if you plan to bring in your own food - refundable if the floors are left clean

## Not for Profit rates (GST incl.)

\$15	Per room per hour
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\* If you would like a regular booking or cannot afford these rates, please talk to MCLaSS

## Kitchen facilities

- Water-boiler, microwave, stove, dishwasher.
- Crockery and spoons for tea/coffee.
- Sufficient cutlery and plates of various sizes and for small groups to eat a meal.

## Catering

Weekday lunches and morning and afternoon teas can be provided by Preservatorium Café downstairs.

## Parking

Parking is not available with room hire, unauthorised parking will be towed.

Free 2 hours parking is available on Torrens Terrace and Hopper Street.

## Other information

You will be provided with an induction on how to open and close the building if necessary.

Everything you need to clean up after your event is provided.

**You will be invoiced prior the event.**

## Making a booking

To make a booking email your details to

[room.hires@mclass.org.nz](mailto:room.hires@mclass.org.nz)

call us at 04 384 3693

## Equipment

Ceiling-mounted data projector with speakers, wall-mounted standard white board and electronic whiteboard are available in all rooms except room 4.

Mobile training equipment is available to hire such as a Flip-chart stand, mobile data projector, and Overhead Projector.

## Hire rates for equipment

\$10	Projector per hire
\$5	Overhead Projector and flip chart per hire

**\* Keys need to be picked up during weekdays between 9am-4pm**

## Contact details

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

