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| **Rotary Club of Katherine** **CONFERENCE ROOM HIRE** |
| **RotaryLogo.png** | **Corner of Rapide Street and Lockheed Road****Email:** **secretaryrotarykatherine@gmail.com** |
| **CONFERENCE ROOM DETAILS**  |
| The Rotary Conference Room is designed to provide a service to the Katherine Community and is run by volunteers with all profits going back to the Rotary Park for its upkeep. The Conference Room is set up as a conference centre with seating for up to 20 people, air conditioning, screen, toilets, breakout area and a kitchenette. There is a large central table and chairs. There is an outside covered area with tables and chairs and cooking facilitiesThe Rotary Park has recreation facilities including games and a road safety centre. If interested please ask for a Park Hire form |
| **Meeting Room HIRE DETAILS** **Hire cost: 1-4 hours = $60; daily rate $100** |
| **Date required** |  | **Times required** |  | **Total amount due** |  |
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| **PAYMENT DETAILS (Money to be paid at least 5 days before hire of park facilities) Reference: Surname of Hirer** |
| **Pay into Bendigo Bank: BSB: 633 000 Acc: 151 721 834 Reference: Surname of Hirer** |
| **Details of person organising the Conference Room** **hire** |
| **Name of person or organisation:**  |  |
| **Address of person / organisation:** |  |
| **Email address:** |  |
| **Phone contact details:** |  |

**PLEASE READ THE EXPECTATIONS FOR HIRERS**

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| **Expectations for the person/organisation hiring the park:** |
| * Children must be supervised at all times during their visit to ensure their safety and sensible use of equipment.
* All rubbish must be collected, bagged and placed in the bins.
* The tables must be cleaned and the chairs should be stacked.
* Any damage must be reported and an appropriate price will be negotiated for repair or replacement of items.

ACCEPTANCE: I accept and agree to be bound by all the terms and conditions of this agreement. Signature of Hirer: Date:  |
| **Treasurer to complete when money is collected for banking** |
| **Amount received:** |  | **Signature:** |  |

V2 8 June 2019