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| **Rotary Club of Katherine**  **CONFERENCE ROOM HIRE** | | | | | | | | |
| **RotaryLogo.png** | | **Corner of Rapide Street and Lockheed Road**  **Email:** [**secretaryrotarykatherine@gmail.com**](mailto: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 facilities  The 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** |  |
|  | | | | | | | | |
| **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