



ROTARY CLUB of KANGAROO FLAT. Inc

Inc: A0017805V
ABN: 85 061 120 571

District 9800
Club No. 18327

Correspondence to:
Club Booking Officer

C/O The Function Centre Director
Rotary Club of Kangaroo Flat. Inc
PO Box 1001
Kangaroo Flat Vic 3555
AUSTRALIA

+61 (03) 54 472 706

Contact email
clubbookingofficer@rotarygatewaypark.org

Web address
www.rotarygatewaypark.org

To: [Rotary Gateway Park Bookings Officer](#),
Rotary Gateway Park Function Centre

Hire Agreement

Tick and add as required

A.

- | | |
|---|---------|
| <input type="checkbox"/> Kitchen | \$POA |
| <input type="checkbox"/> Crockery/ Cutlery | \$35.00 |
| <input type="checkbox"/> Table cloths | \$15.00 |
| <input type="checkbox"/> Glasses | \$20.00 |
| <input type="checkbox"/> Urn/electric jugs | \$N/A |
| <input type="checkbox"/> BYO drinks (no usage of bar area) | \$N/A |
| <input type="checkbox"/> Bar (\$300 min with Rotarian to serve, drinks at regular prices, particular drinks may be organised in consultation with Bar Committee). | |
| <input type="checkbox"/> Air conditioning/heating | \$N/A |
| <input type="checkbox"/> Lecturn | \$N/A |
| <input type="checkbox"/> Microphone-stand/roving | \$15.00 |
| <input type="checkbox"/> TV/video | \$POA |
| <input type="checkbox"/> Music/PA System | \$15.00 |
| <input type="checkbox"/> Whiteboard/screen/trolley | \$N/A |
| <input type="checkbox"/> Tables – Round/Rectangular | \$N/A |
| <input type="checkbox"/> Chairs | \$N/A |
| <input type="checkbox"/> Night before for setup (if available) | \$50.00 |

Please tick your requirements from the list above and total the amounts.

Total cost of additional requirements A. \$.....

B.

Full 1 day Hire \$.....
(Amount stated from Club Booking officer)

or

Half of 1 day Hire \$.....
(Amount stated from Club Booking officer)

or

Other arrangement \$.....

Total cost for hire B. \$.....

C. Non refundable Booking Levy C \$ 20.00

D. Deposit returned if function centre left in clean and tidy condition and no breakages as per agreement D \$100.00

E. Insurance levy if required \$.....

Total amount prior to the function (**A+B+C+D+E**) \$.....

Total \$.....