



Newtown Neighbourhood Centre Incorporated

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ABN: 96 884 462 833

29 January 2010

Dear Room Hirer,

HAPPY NEW YEAR! The time has come to ask you to update your group and contact details. You will find enclosed an updated room hire information kit including:

- Application and agreement contract for 2010
- updated conditions of use for room hire
- fire and evacuation procedures
- safety information

Please complete the form and return it to the Centre by post or in person by **15 February 2010** with a copy of your **current public liability insurance policy** (remember no policy = no room).

A couple of things to remember when filling out your form:

1. Please notify the Centre of any changes in contact details for your group. The contact person is liable for control of the key, room hire payment and any other matter concerning room hire here at NNC.
2. Remember to include set up and pack down in your room hire time. For example, if your class ends at 7:30pm but you do not leave the space till 8pm, please indicate your finish time as 8pm on your form, this will help prevent clashes in bookings.
3. Please indicate on your form if you are NOT meeting on public holidays or school holidays this year. This will prevent you from being charged for those dates also.

Public and School Holidays for 2010 are as follows:

Public Holidays

Friday 1st January - New Year's Day
Tuesday 26th January - Australia Day
Friday 2nd April - Good Friday
Saturday 3rd April - Easter Saturday
Monday 5th April - Easter Monday
Sunday 25th April - Anzac Day
Monday 26th April - Anzac Day Public Holiday
Monday 14th June - Queen's Birthday
Monday 4th October - Labour Day
Saturday 25th December - Christmas Day
Monday 27th December - Boxing Day

School Holidays

Through till January 27th 2010
2nd April - 18th April
3rd July - 18th July
25th September - 10th October
18th December - 26th January 2011

If you have any questions, do not hesitate to contact me during office hours on 9516 4755.

Warm Regards,

Shashanka Das
Financial Administrator

www.newtowncentre.org