

Your Ref: Application for use or hire of meeting rooms Deerubbin Centre
Our Ref: Property management – usage – facilities – A Organisations



5 February 2019

Dear Meeting Room User,

Booking confirmation - Meeting Room, Deerubbin Centre – A Category Organisations

This letter confirms your organisation's bookings for 2019. By completing the application form your organisation has accepted the "Conditions of Use / Hire" as set out in the application form.

NAME OF ORGANISATION	Autism Community Network
CONTACT PERSON	Peta Jones
GROUP CATEGORY	A
Public Liability details provided	Yes
ROOM BOOKED	Stan Stevens
TIME ROOM BOOKED FOR	4 to 6.30pm
DATES BOOKED	Friday 1 February Friday 1 March Friday 5 April Friday 3 May Friday 7 June Friday 5 July Friday 2 August Friday 6 September Friday 4 October Friday 1 November Friday 6 December

Note the following:

- Introduced in the 2018/19 Hawkesbury City Council fees and charges is an administration fee of \$10 per annum for category A organisations. This amount applies to your organisation and can be paid by cash or EFTPOS by visiting the Hawkesbury Central Library. Please pay by the 28 February 2019. Please ensure that a copy of the receipt is given to the bookings officer.
- When advertising your event or program please list the venue as the name of the meeting room. Either the: Tebbutt, Stan Stevens Studio or Rozzoli Meeting Room, Deerubbin Centre, 300 George Street, Windsor
- An access card will need to be collected from the Library Information Desk on the day of your booking. If your organisation has not used the meeting rooms before ask staff how to arm and to disarm the room.
- The Tebbutt and Rozzoli meeting rooms are equipped with a data projector and screen. The Tebbutt room also has a computer and PA system. Detailed instructions are available for the room user. If you require additional training please contact the Bookings officer to arrange a time before the event.
- The person who collects this card will be responsible for accessing and securing the meeting room and leaving it in a tidy state. Ensure that tables and chairs are put away. If you use the community kitchen please keep it clean and use the dishwasher if appropriate.





- Free undercover parking is available but please be aware that parking time limits apply in the Deerubbin Centre car park. Please read parking restriction signs carefully. Alternative parking is also available in the nearby streets including: Christie Street, Catherine Street and George Street, and at the Council Offices, 366 George Street
- Air-conditioning in the meeting rooms needs to be turned on manually. Due to power saving initiatives, the air-conditioning only stays on for two hours. This needs to be monitored depending on the length of the meeting.
- Free Wi-Fi access is available for community room users. Please ask Library staff at the time that you collect the access card for the password.
- If for any reason the booking is to be cancelled, please notify library staff as soon as possible by phone or email.

For further enquiries related to your booking, please contact Judy Clemson, Senior Library Officer – Customer Services on 4560 4423 or email bookingsofficer@hawkesbury.nsw.gov.au .

Yours faithfully

Joanne Russo | Library Coordinator
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