Shoalhaven City Arts Centre (SCAC)
12 Berry Street NOWRA NSW 2541 (02) 4422 0648

SCAC Meeting Room - Booking Form 2010-2011

CONTACT DETAILS

Initial Contact Person: _____ **Date of Enquiry:** _____

Organisation: _____

Address: _____

_____

Organisation's Contact Person: _____

Ph: _____ **Mobile:** _____ **Email:** _____ **ABN/GST No.** _____

BOOKING DETAILS

Dates Required **Start date** _____ **Time** _____

Finish date _____ **Time** _____

Number of Attendees _____ **Special Needs**

Purpose of use *(Conference, Meeting, Training)*

Requirements
(Room size 7.2m x 8.0m)

❑ Projector ❑ Screen ❑ Tables/Chairs *(6 large rectangular tables/30 chairs in room)* ❑ Catering

Details

Please note there is an urn and polystyrene cups available for tea/coffee purposes . You will however be required to provide your own tea, coffee, milk and biscuits. The room, including IT equipment, is to be set up by the hirer, ie Arts Centre staff do not provide technical assistance or configure tables and chairs

HIRE FEES

Please Tick

Category 1 *Non profit organisations or Arts practitioner*	**$11.80 - Per Hour**	
	$29.00 - Half Day (4hrs)	
	$44.50 - Full Day (8hrs)	
Category 2 *Commercial/Business*	**$17.00 - Per Hour**	
	$44.50 - Half Day	
	$76.00 - Full Day	

Terms of Use:

1. The hirer is liable for all damage incurred during their use of the meeting room.
2. The user recognises that there is no allocated parking and the user will only use the small parking bay to use the designated loading Zone.
3. After hours use: The user agrees to maintain the security of the building by the front door is never chocked ajar

I understand and agree to the *Terms of Use*

_____

Applicant Name Signature Date

Please return this form, with full payment to the; Shoalhaven City Council, Shoalhaven Arts Centre, PO Box 42 Nowra NSW 2541, Ph 02 4422 0648, (**Fax 02 4421 0632**) email glenn@shoalhaven.nsw.gov.au.