



21 December 2017

Barry Foster
Brisbane Water Bridge Club
215 Burge Road
Woy Woy NSW 2256

Dear Barry,

This letter finalises recent correspondence with Michelle Remy regarding your room hire here at the Peninsula Community Centre in 2018. As agreed in your permanent room hire agreement signed previously, your room hire rate will be reviewed annually.

“Coast Community Connections Ltd (CCC) is pleased to offer Brisbane Water Bridge Club (the Bridge Club) permanent room hire within the Peninsula Community Centre for the period 01 February 2018 to 01 February 2019 inclusive, under the following terms and conditions.

- **Your new Monthly Room rate will be \$ 1,541.47 ex GST**
- **Wi - Fi usage charge of \$22.00 per month plus GST remains unchanged.**

Conditions for your hire of the Bridge and Seniors Rooms in 2018 are detailed below. Please also refer to the Standard Permanent Room Hire Agreement for all other conditions of hire.

1. *Monthly room hire and Wi-Fi fees will be due on invoice one month in advance*
2. *Room hire and Wi-Fi fees to be reviewed annually.*
3. *Monthly room hire fee covers;*
 - *Permanent hire of the Bridge Club Room*
 - *Use of the Seniors room from 12.00midday to 4:00pm on Mondays, Thursdays and Fridays*
 - *First right of use of the Senior's room on Tuesdays should the School for Seniors not be using it*
4. *Any additional room hire beyond that stated above will be charged additionally at the appropriate community rate.*
5. *The Bridge Club is responsible, at their cost, for the repair and maintenance of any furniture, fittings etc installed by them and are responsible for their removal, if applicable, at the conclusion of the room hire agreement - unless otherwise agreed in writing. (From 2017, Central Coast Council require all proposed*

building works to be submitted in writing for approval prior to any work being undertaken. This should be coordinated via Centre staff to Council.

6. CCC undertakes to advise the Bridge Club as soon as possible in the event of any change to lease arrangements with **Central Coast Council** that would subsequently affect the Bridge Club's room hire.
7. The Bridge Club is responsible for, at their cost, the annual testing and tagging of their own electrical equipment.
8. CCC is responsible, at their cost, for the repair, maintenance and testing and tagging of fixed equipment that are fixtures of the Community Centre, for example, air conditioning, hot water.
9. The Bridge Club undertakes to give CCC 3 months notice if they wish to terminate this agreement. "

If you have any concerns or questions, please contact Centre Manager Michelle Remy or the staff in the Front Office. The Centre office will be closed from COB Wednesday 21st December and re-opens on Monday 16th January 2017.

Thank you for your continued support to our Community Centre.

Yours faithfully,



Theresa Mason
Chief Executive Officer
Coast Community Connections

I understand and agree to the above terms for the extension of our agreement for room hire with Coast Community Connections Ltd.

Name..... Barry J Foster

Signed..... [Signature] Date..... 2/1/18
(Signature of Hirer or activity/Project Co-ordinator)

Witness name..... LYNNE RAMFORD

Witness signature..... [Signature] Date..... 2/1/2018