



Circular 105:08:07

To: Club Presidents Club Secretaries

Cc:

From: Paul Kildea, General Manager – Corporate Services

Date: 31 August 2007

Subject: Room Hire – State Headquarters

Action:

From 1 September 2007 all room bookings for Club meetings will attract a charge of \$20.00 per meeting. This charge will be used towards offsetting the costs of cleaning, lights, heating/cooling, etc. It should be noted that this fee level still leaves a shortfall in operating costs incurred by LSV. No catering charges are included in this fee.

Bookings should be made through Life Saving Victoria's Client Services Team on telephone (03) 9676 6900.

Clubs wishing to conduct events that involve catering should arrange all booking and catering requirements with Georgia Jones, Box Hill Institute Function Manager on telephone (03) 9676 6963.

Meeting Only Bookings
Telephone LSV Client Services on (03) 9676 6900

Catered Event Bookings
Telephone Georgia Jones, BHI Function Manager on (03) 9676 6963

For additional detail on this Circular contact: Paul Kildea, General Manager – Corporate Services
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