July 15th, 2016

Dear Calisthenics Coaches

With the 2016 Calisthenic Season upon us, it is that time of the year again to organise your rehearsal rooms (if required). Once again this year we have available two rooms to hire throughout the Calisthenic Competition.

* **The Lyric Room** located in Lewis Street with back door access to Her Majesty's Theatre **(HMT)**  and
* **The Chatham House Room (CHR)** close side door access to HMT via Unicorn Lane (please refer to the attached floorplan).

Each room will be allocated according to Divisional Blocks. Room hire will be allocated on the basis of one Calisthenics team per room, per division (i.e. two different rooms = two different teams). The rooms are sufficiently large to be used as a practice space and a support room for your team.

The hire fee for each room is **$140** (GST Inc.) per Divisional Block providing exclusively use to the allocated divisional team. There will also be **$50 key deposit** on the day, for when you pick up the key which is refundable once the key is returned. If you are successful in hiring one of the rooms please note that you will **NOT** receive a dressing room in HMT during your division of competition.

Attached is the Rehearsal Room Request form. Please ensure you fill this in for **all Divisions** you would like to have access the room. The form needs to be returned to the RSSS office **no later than Friday 2nd September.**  Booking allocations will be made via a **randomised ballot**, and successful Clubs will be advised via email as soon as possible after this date.

**KEY STEPS**:

1. Booking form must be received by 5.00pm **Friday 2ndSeptember** and maybe be lodged via email compforms@royalsouthstreet.com.au or post RSSS, PO Box 33, Ballarat VIC 3350

 **(LATE FORMS WILL NOT BE ACCEPTED**).

1. RSSS will advise successful Clubs of their bookings by email, along with a Room Hire Agreement and Invoice.
2. TO SECURE THE BOOKING: Successful Clubs will need to return the signed Room Hire Agreement with full payment **within ONE week of the date of notification; otherwise your booking will be re-allocated.**

Kind Regards,

Julie Wiseman

Competition Officer

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