



NORTH COAST
INSTITUTE

MURWILLUMBAH CAMPUS

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21 MAR 2006

Michael Rayner
A/General Manager
Tweed Shire Council
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MURWILLUMBAH NSW 2484

CIVIC CENTRE - M'BAH - HIRE

TWEED SHIRE COUNCIL	
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Dear Sir

The North Coast Institute, Murwillumbah and Kingscliff TAFE Campuses will be conducting their Awards of Excellence presentation for students graduating and achieving in 2005 on Monday evening 10 April 2006.

On behalf of the committee, I am asking that the renting of the Auditorium, the premises fees, and the hiring of and delivery of the plants from the Tweed Shire Council Nursery and return to the Nursery be waived for this date, this is an approximate cost of \$450.00. It is intended to use the auditorium all day on the 10th, for setting up the venue.

The Canvas and Kettle Restaurant will be the venue for pre-dinner drinks and canapés for all our VIPs, including Industry contacts, Head Teachers, Institute Managers, and the opportunity to say goodbye to Neil Black, North Coast Institute Director who is retiring. This will commence at 5.00pm – 7.00pm, and invitations to students and their guests to the Awards night to be seated from 7.00pm for a 7.30pm commencement.

It is anticipated that the awards evening will finish by 9.30pm.

I welcome your response to this request.

Yours sincerely

Marjorie Goward

Marjorie Goward
Campus Manager
North Coast Institute
Murwillumbah Campus