



Darling Range Hub
PO Box 220
Kalamunda 6076

6th November 2020

Nicole O'Neill
Manager Customer and PR
City of Kalamunda

Dear Nicole

RE: Darling Range Hub and Jack Healy Centre

Thank you for taking the time to meet with myself, John Giardina and Jacqui Pettett from the Darling Range Hub (DRH) on Wednesday to discuss possibilities regarding the use of the Jack Healy Centre.

We would like to make a formal application to occupy part of the Centre's space from 20th December 2020 and based on our conversation, would like to request the following.

- Part occupancy of the Lounge (office) to house our Coordinator, and office equipment from 20th December until the Kalamunda Learning Centre (KLC) move to their updated facilities
- Access to storage space (some furniture) i.e. the Lobby area and possibly a lockable area
- Full occupancy of the Lounge (office) space once the KCL have moved out of the Lounge

We would greatly appreciate if the City would consider waiving the fees associated with using this space. The DRH would also like to use the dining room on a weekly basis (details attached). The DRH hold weekly functions that require the use of a kitchen and seating space. It would also be extremely beneficial for the DRH to be able to have the fees waived for use of the Dining Room space.

We greatly appreciate your support and thank you again.

Yours sincerely,

Peter Kenyon
President Darling Range Hub

Enc:

ⁱ Book case with games, puzzles and books for attendees of the Jack Healy Centre to make use of free of charge

