



Training Room Hire Information, Agreement & Booking Request.

Riverland Division of General Practice Inc.

Location: Vaughan Court, Vaughan Terrace, Berri SA

Fees and Charges	
Charge	Cost
Full Day (Over 4 hours)	\$150 excluding GST
Half Day (Up to 4 hours)	\$75 excluding GST
Out of Business Hours Additional Charges accrued between 5:00pm-8:30am (in addition to fees above)	\$40 per hour excluding GST

If you have any queries regarding the hire of the training room or would like to inspect the facilities prior to hire please call us on (08) 8582 3823.

General Information Required	
Date Requested	Type of Event
Contact Person	Purchase Order Number
Company	Billing Address
Start Time	Phone Number
Finish Time	Email Address
Name of Event	
Approx Number of Attendees	Min Max

Equipment / Facilities Required (please tick)				Room Layout (please tick)	
Whiteboard	<input type="checkbox"/>	Tables	<input type="checkbox"/>	 Seat up to 50 <input type="checkbox"/>	 Seat up to 18 <input type="checkbox"/>
Laser Pointer	<input type="checkbox"/>	Bar Fridge	<input type="checkbox"/>		
Data Projector & Screen	<input type="checkbox"/>	Refrigerator	<input type="checkbox"/>		
Overhead Projector & Screen	<input type="checkbox"/>	Oven & Hot Plate	<input type="checkbox"/>		
Lectern with Microphone	<input type="checkbox"/>	Microwave Oven	<input type="checkbox"/>		
Portable CD/Radio	<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	 Seat Up to 30 <input type="checkbox"/>	Other: Please Draw <input type="checkbox"/>
Flip Chart	<input type="checkbox"/>	Crockery/Cutlery	<input type="checkbox"/>		
Sticky Wall	<input type="checkbox"/>	Glasses	<input type="checkbox"/>		
Tea & Coffee Making Facilities	<input type="checkbox"/>	Serving Platters/Plate/Bowls	<input type="checkbox"/>		
Television/Video	<input type="checkbox"/>	Other:	<input type="checkbox"/>		

We hereby agree to the following terms & conditions:- Fees include hire of room, provisions for tea and coffee, standard cleaning of room after event and use of equipment as listed above. Price is subject to change without notice. Any additional set up or cleaning costs will be passed onto the hirer. If you require changes to the booking, you must contact RDGP as soon as possible. We will do our best to assist you, but cannot guarantee that changes can be made. In addition, we apply an administration charge of 50% of the agreed hire rate, for failure to provide 24 hours notice in the case of a cancellation.

Signed by: _____ **x** _____

OFFICE USE ONLY			
Booking Made on Register	<input type="checkbox"/>	Tea/Coffee/Milk/Urn/Water Stocked	<input type="checkbox"/>
Security Advised	<input type="checkbox"/>	Bathroom Supplies Stocked	<input type="checkbox"/>
Cleaners Ordered	<input type="checkbox"/>	Door Sign Completed	<input type="checkbox"/>
Invoice No. issued	<input type="checkbox"/>	RDGP Event Evaluation Sheet Provided	<input type="checkbox"/>
Staff Member in Attendance for Opening & Closing Staff Member Name:	<input type="checkbox"/>	Equipment Available & Working	<input type="checkbox"/>
Staff Member Responsible for Room Requirements & Set-Up Staff Member Name:	<input type="checkbox"/>	Room Layout Requirements Met Including Crockery & Glasses Available	<input type="checkbox"/>
Event Entered into ChilliDB (Booking and Contact Info Only)	<input type="checkbox"/>		

EXTERNAL INDUCTION CHECKLIST	Yes	No
First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>
Telephones & How to Use	<input type="checkbox"/>	<input type="checkbox"/>
RDGP Staff – Point of Contact	<input type="checkbox"/>	<input type="checkbox"/>
Security (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Free Premises	<input type="checkbox"/>	<input type="checkbox"/>

Please be aware that smoking is not permitted in the Riverland Division of General Practice offices or along the footpath outside.

We have been shown all of the above and agree to adhere to the RDGP standards.

Signed by: _____

x _____