



Flinders
UNIVERSITY

Katherine –Room Booking Request

Minimum of 5 working days' notice

Forward completed form to:

Flinders NT Katherine Campus

Email: fnt.katherine@flinders.edu.au

Phone: (08) 8971 9640

Notice to users: The primary use for all Flinders NT spaces/rooms, is for University business, and University business will always have priority over any other activity.

DATE(S):						
Start & Finish Time(s): <i>(Please include time for set-up and pack up)</i>						
	Please note: Flinders University Katherine office hours are 08:30am to 16:30pm					
Is this a recurring booking?	Yes / No		Recurrence pattern:			
	Note: Recurring bookings cannot be for periods over 12 months.					
PURPOSE: <i>(name of function/event)</i>						
DETAILS OF BOOKING: <i>(please attach agenda)</i>						
EVENT ORGANISER (CONTACT):	Name:					
	Telephone:					
	Mobile:					
	Email:					
ORGANISATION:	<i>Non NT Govt organisations: please attach copy of public liability cover. Minimum \$20M.</i>					
Number Attending:						
FLINDERS NT KATHERINE ROOM HIRE COSTS	Partners: NT Health, WWJ, Gorge Health	Non-profit organisations		Commercial organisations		
	Please mark which room you are requesting					
	<i>Half day</i>	<i>Full day</i>	<i>Half day</i>	<i>Full day</i>	<i>Half day</i>	<i>Full day</i>
Courtyard video /Conference room	free	\$50	\$100	\$150	\$300	
Simulation lab/ lecture room <i>Note; NO food or beverages, only water permitted</i>	free	\$75	\$150	\$200	\$400	
Cleaning charge (if required) - \$50.00						

<p>Will catering be supplied? (Courtyard Conference Room only)</p> <p><i>(Alcohol is not to be consumed in Flinders facilities)</i></p> <p>(Please advise if cleaning is required at the end of each function as any additional labour such as cleaning to prepare the facilities before its next use will incur an additional charge. However if all cleaning is completed by the hirer and rubbish is disposed of, no extra charge will be necessary).</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is cleaning anticipated? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>AV/ICT Equipment:</p> <p><u>Note:</u> WiFi is only available for EduRoam users</p>	<p><input type="checkbox"/> House Computer</p> <p><input type="checkbox"/> Laptop</p> <p><input type="checkbox"/> Projector</p> <p><input type="checkbox"/> Software</p> <p><input type="checkbox"/> Video Conference – attach details</p> <p><input type="checkbox"/> Simulation Equipment</p> <p>(please attach a list of equipment you were wishing to use)</p> <p><input type="checkbox"/> Other. Please attach details.</p>
<p>Contact Person Signature:</p>	

OFFICIAL USE ONLY	
Booking Confirmation (completed by Flinders NT)	
<p>Room Booked:</p>	<p><input type="checkbox"/> <i>Katherine Courtyard Video Conference</i></p> <p><input type="checkbox"/> <i>Katherine Simulation Lab</i></p> <p>Checklist:</p> <p><input type="checkbox"/> <i>Room access granted (visitor swipe card)</i> <input type="checkbox"/> <i>N/A</i></p> <p><input type="checkbox"/> <i>external orgs provided public liability cover</i> <input type="checkbox"/> <i>N/A</i></p> <p><input type="checkbox"/> <i>Other requirements</i></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Total Cost of room hire if applicable:</p>	<p>\$ <i>INVOICE</i> <input type="checkbox"/></p>
<p>Date:</p>	
<p>Request approved:</p>	<p><i>Signature</i> <i>Flinders NT Staff</i></p>
<p>Confirmation sent:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Unavailable email sent:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Flinders University – Room Booking Guidelines

Definitions

Event Organiser Hirer's representative and contact for the booking and any issues associated with the booking.

Availability and Tentative Bookings

Please be aware the primary use of Flinders University NT spaces are teaching and University Activities. Common areas outside of booked rooms may be in use by students and staff of Flinders University throughout the duration of your use.

Where there is room availability, events and one off sessions can be booked at Flinders University NT buildings. To enquire about availability of rooms, please see the contact noted within booking page of this document.

Confirmation of Bookings

The Event Organiser will receive a provisional offer by email in response to their booking enquiry together with a copy of this booking form. This form must be completed by the Event Organiser as soon as possible and returned to the contact noted on the booking request form, as tentative bookings are not confirmed until the completed booking form has been received by Flinders NT. Confirmation of successful room booking will be received by email to the Event Organiser.

It is the Event Organiser's responsibility to check all information contained within the booking confirmation is correct. If a booking is no longer needed, please cancel as early as possible so others may use the room.

Payment

An invoice will be provided if a fee is payable. Terms for payment will be detailed on the invoice.

Payments are to be made prior to scheduled date of the booking.

Cancellation Policy

Tentative bookings not confirmed at least two (2) weeks prior to the event will be followed up by Flinders NT with a phone call to the Event Organiser and an email. If the booking remains unconfirmed after this point it will be automatically cancelled. Confirmed bookings that are cancelled less than a week before the booked date may incur a cancellation fee.

Start and Finish Times

When booking rooms, the Event Organiser should include set up and cleaning time. Please include enough time prior to the start of your event to arrange the furniture to your liking and at the end to return it to the standard set up (as you found the room).

After-hours Bookings

All buildings are open from 8:30am to 4:30pm Monday to Friday (excluding Public Holidays). **Bookings are accepted between 8:30am to 4:30pm Monday to Friday.** Late evening and weekend bookings are subject to availability and may incur additional fees, for items including cleaning and security.

Catering

Catering is the responsibility of the Event Organiser. Flinders NT do not provide utensils or crockery. Fridges and microwaves are available in some locations, with instant boiling. There are no oven/cook tops in any of Flinders NT facilities.

All left over food and drinks are to be placed in the bins provided or taken by the Event Organiser at the end the conclusion of the event.

Cleaning

It is the Event Organiser's responsibility to remove all food / drink from the venue and return all furniture to its original place (as you found the room). Cleaning can be arranged by Flinders NT for those not wishing to clean up after the event. Should cleaning be required by the Event Coordinator this needs to be clearly identified on the bookings form. All costs incurred for cleaning of the room will be a cost payable by the Event Organiser to Flinders NT, and will be payable upon receipt of invoice from Flinders NT. Rates for cleaning are included within the charges section of this document.

Alcohol

Alcohol is not permitted

Public Access Areas

Walkways and public areas, including emergency exits, are to remain clear at all times.

AV Equipment and IT Support

It is the Event Coordinator's responsibility to familiarise themselves with the operation of the room in advance. All screen presentations and audio (PowerPoint, DVD, Video, etc.) need to be tested prior to your event to ensure quality.

If assistance is required for the beginning of your event or for a prior session, please advise on the booking request and a contact will be provided for the site.

Under no circumstances should audio-visual equipment be changed or moved from the room. If equipment is faulty, damaged or missing, please advise Flinders staff at the venue.

Signage

Organisers are welcome to put additional posters on specific walls at Flinders NT. Please use blue-tack only and remove once your event is complete.

OH & S

It is the responsibility of the hirer to comply with Occupational Health, Safety and Welfare Regulations.

Emergency Evacuation

In the event of a fire or evacuation, leave the building directly. Evacuation plans identifying muster points are placed around the building. It is the Event Coordinator's responsibility to familiarise themselves with evacuation plans displayed throughout the building and convey this to their meeting party.

First Aid

First Aid kits are located within each room.

Insurance

As a condition of hire, external clients are required to hold their own public liability insurance policy to the value of \$20M, as they are not covered by the Flinders' insurance. Flinders may ask for a copy of the certificate of currency.

Smoking

There is no smoking throughout the all Flinders buildings.

Problems during an event

Please notify site staff immediately during office hours. Staff will take the appropriate measures to try and rectify the problem.

After your event

Please ensure the following:-

- a) the microphones are turned off
- b) all excess food and rubbish is placed in the bin provided or removed from the room
- c) Furniture is returned to the standard configuration (as you found it)
- d) If you are the last one to leave, please switch off the computer, data projector and turn off the lights

Feedback from your experience is important to us, so please let us know if there were any difficulties or concerns. Send your suggestions/complaints by email to the contact noted on your initial booking enquiry, or to fnt.cdureception@flinders.edu.au.

Reserved rights

Flinders reserves the right to change or make corrections to these 'terms and conditions' and any of the information provided on this document at any time and without prior notice at Flinders sole discretion.

Flinders NT reserves the rights to reallocate any event to another room.