



Facility booking form and terms of condition for hirers

Booking Day and Date/s _____

Contact Person: _____

Organisation Name: _____

Invoice Address: _____

Ph: _____ Fax: _____ E-Mail: _____

Mobile no: _____ (for contact person who will be on site during booking - required for out of office hours bookings only)

Booking Time/s (inclusive of set up and pack up time): _____

No. of People _____ Meeting/Function Area/s required (please tick)

Single Training Room Double Training Room Computer Room Kitchen Board Room

Room Set-up (please tick)

Additional tables and chairs may be negotiated if available.

Theatre Style Board Room Style Banquet Style U Shape Classroom Style

Tea, coffee and biscuits White Board OHP Video/TV/DVD Data projector

Suggestions for catering options are available on request

FOR LARGE FUNCTIONS ALL RUBBISH INCLUDING BEER AND WINE BOTTLES IS TO BE REMOVED OFF SITE

Conditions of Hire:

- (1) Hire Key to be picked up no more than 24 hours prior to booking for out of office hours hire periods.
- (2) Key must be picked up no later than 4pm for evening hire and by 4pm Friday for weekend hire.
- (3) Hire Key to be returned (via hook next to alarm pad) at the conclusion of the hire period.
- (4) The facility will be left in a neat and tidy condition.
- (5) The urn will be turned **OFF** (at the powerpoint) at the end of the hire period.
- (6) Doors will be locked, **ALL** blinds closed and **ALL** lights and air conditioners turned **OFF**.
- (7) A Fee will be charged if the building is not secured and alarmed at the conclusion of the hire period.
- (8) ALL CONDITIONS OF HIRE as set out in the FACILITY INFORMATION SHEET will be abided by.
- (9) Sport SA will invoice the hiring organisation for the hire fee.
- (10) Sport SA retains the right to vary the hire fees as needed.
- (11) An additional call out fee of \$70 will be charged if the alarm is set off and a Sport SA Staff Member/Security Company is contacted or attends.
- (12) A **cancellation** fee of \$35 will apply if booking is cancelled less than 5 days out from actual booking date.
- (13) If hire key is lost or not returned a fee of \$20 will be charged to replace it.

I _____, on behalf of the organisation listed above, agree to
Please print full Name

abide by the conditions of hire, as indicated. _____

Signed

Date

Welcome to the Sport SA Industry Skills Centre

Facility information for hirers

Thank you for choosing to have your meeting / function at the Sport SA Industry Skills Centre. Listed below is important information on the various aspects of the facility and also the conditions of use.

****THE SPORT SA INDUSTRY SKILLS CENTRE IS A NON-SMOKING FACILITY****

Entry / exit to the building:

Entry and Exit to the building at all times is through the TRAINING / MEETING ENTRY DOOR located near the rear of the building on the northern side.

Please refer to the SECURITY INFORMATION SHEET provided to ARM and DISARM the BUILDING if your booking is outside of office hours.

Ladies, men's and disabled toilets:

The toilets are located in the hallway near the TRAINING / MEETING ENTRY DOOR.

Lights:

The lights are located on the wall inside each room behind the door.

Air conditioning:

The air conditioning / heating controls are also located on the wall inside each room behind the door. To turn on / off, simply press the button on the top right hand side of the control panel. When "ON" the red light will illuminate.

The cooling / heating settings will be "PRE SET" for the appropriate season by Sport SA staff.

Please do not touch any other settings other than the "on" and "off" button.

Equipment / furniture:

Any equipment / furniture you requested when making your booking, will be placed in your meeting / function room ready for use. You are free to change the configuration of the room set up if you wish to do so. Please be careful not to damage the carpet and/ or walls when shifting equipment or furniture. Please also be careful when operating the blinds covering the windows and doors.

All items of equipment / furniture must be left in working order. Any damaged and / or missing equipment or furniture **will be charged to your organisation at full replacement cost.**

Concertina Dividing Door (Training Rooms 1 and 2):

Under **NO** circumstances is this door to be operated by hirers.

Kitchen:

All hirers have access to the kitchen. Tea, coffee and biscuits will be placed in your meeting / function room (milk will be in the refrigerator) ready for use if it was requested at the time your booking was made.

Any cutlery and crockery used as part of your hire agreement, must be washed, dried and put away at the end of your meeting / function. Any breakages **will be charged to your organisation at full replacement cost.**

Rubbish:

All rubbish, especially bottles, must be removed from Sport SA by the hirer.

The kitchen must be left tidy and clean. Bench tops must be wiped down, left over food and rubbish must be placed in the bins (not left in the refrigerator) and the floor should be mopped if any food or drink is spilled. **An additional fee will be charged to your organisation if the kitchen is not left tidy and clean.**

Thank you for using the Sport SA Industry Skills Centre for your Meeting / Function.

Supported by:



Government of South Australia
Office for Recreation and Sport

