## CONFERENCE ROOM CONFIRMATION SHEET

### AVAILABLE HOURS
- 9.00am – 4.30pm Monday, Wednesday, Thursday, Friday
- 9.00am – 3.00pm Tuesday
- last week of each school holiday period

### NAME OF GROUP/ORGANISATION

### PURPOSE (place x in box)
- [ ] Workshop
- [ ] Meeting
- [ ] Conference

### CONTACT PERSON

### CONTACT PHONE NUMBER

### CONTACT EMAIL ADDRESS

### DATE ROOM REQUIRED

### START TIME

### FINISH TIME

### NUMBER OF PARTICIPANTS

### FACILITIES/EQUIPMENT AVAILABLE IN THE ROOM
- urn/water
- foam cups and wooden stirrers
- small fridge
- seating and tables available for 30 people
- whiteboard
- overhead projector
- telephone.

### OFFICE USE ONLY

Date received  
Date confirmed  

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Department of South Australia
CONFERENCE ROOM TERMS AND CONDITIONS

AVAILABLE TIMES

♦ 9.00am – 4.30pm Monday, Wednesday, Thursday, Friday
♦ 9.00am – 3.00pm Tuesday

CANCELLATIONS
We would appreciate as much notice as possible. Cancellations must be made either by fax, phone or email.

BOOKING DETAILS
Any alterations to bookings must be confirmed 7 days prior to event.

EQUIPMENT
SERU does not supply IT equipment and does not take any responsibility for equipment brought into the building.

CAR PARKING
Car parking is limited at SERU and available spaces are allocated for client/SERU staff use only. Parking is available on Marlborough or Northey Streets. Please inform your participants of car parking arrangements prior to the meeting.

CARE OF CONFERENCE ROOM
It is expected that users:
♦ Leave the room tidy
♦ clear catering and remove rubbish
♦ reinstate furniture
♦ close windows and turn airconditioner off.
♦ A clean up fee of $50 will be charged if the room is left in an untidy or dirty condition.

CATERING
SERU does not provide catering and if required will be the responsibility of the organiser. SERU accepts no responsibility for catering and/or equipment left in rooms after the function finish time. Catering and/or equipment must be cleared immediately upon completion of function.

INSURANCE
SERU will take all necessary care to ensure the safety of yourself and your guests. However, we take no responsibility for damage or loss of belongings, equipment or merchandise left in the building prior to, during or after the function.

OCCUPATIONAL HEALTH, SAFETY AND WELFARE
It is the responsibility of the visitors to comply with the OHS&W Regulations of South Australia, and SERU policies and procedures. It is a requirement that all visitors sign in on arrival and wear a "Visitors" badge while on site. Disability access is available to the building. Please inform participants of emergency procedures at the beginning of the meeting/conference.

NON-SMOKING
SERU is located on a school site and as such smoking is not permitted on the grounds.

EMERGENCY PROCEDURES
All patrons must familiarize themselves with the fire evacuation procedures displayed at SERU.