



72A Marlborough Street, Henley Beach SA 5022
Telephone: 8235 2871 Fax No: 8235 1907 TTY: 8235 0465 Courier: R2/4
Email: admin@seru.sa.edu.au
Web Address: <http://web.seru.sa.edu.au>

CONFERENCE ROOM CONFIRMATION SHEET

AVAILABLE HOURS	<ul style="list-style-type: none">◆ 9.00am – 4.30pm Monday, Wednesday, Thursday, Friday◆ 9.00am – 3.00pm Tuesday◆ last week of each school holiday period
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NAME OF GROUP/ORGANISATION	
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PURPOSE (place x in box) Workshop Meeting Conference

CONTACT PERSON	
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CONTACT PHONE NUMBER	
CONTACT EMAIL ADDRESS	

DATE ROOM REQUIRED	
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START TIME		FINISH TIME	
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NUMBER OF PARTICIPANTS	
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FACILITIES/EQUIPMENT AVAILABLE IN THE ROOM
<ul style="list-style-type: none">◆ 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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CONFERENCE ROOM TERMS AND CONDITIONS

AVAILABLE TIMES	◆ 9.00am – 4.30pm Monday, Wednesday, Thursday, Friday ◆ 9.00am – 3.00pm Tuesday
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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.