

# Seniors Information Service

## Room Hire Booking Form



### Room Choice

- Seminar Room (seats 60)
- Internet Training Room seats 6 -7 at individual computers or (up to 14 if shared)

***Please note that the entrance to both rooms is via the Front entry 149 Currie Street Adelaide. SIS is fully accessible, and all rooms are fitted with heating and cooling facilities.***

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### Hirer Details & Details for Invoice

Contact Name \_\_\_\_\_

Organisation \_\_\_\_\_ ABN \_\_\_\_\_

Postal Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

I have read and accept the Terms and Conditions of Hire.

Public Liability Insurance - Certificate of Currency attached

Signed \_\_\_\_\_

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### Booking Details

Day/s & Date/s \_\_\_\_\_

Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

***Start and finish times must include all set up and pack down. Additional charges may apply if the room is not vacated by the nominated finish time, or left in an unacceptable state. Please see Terms & Conditions for more details.***

Name and number of contact person on the day: \_\_\_\_\_

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### Equipment included in hire costs:

*Seminar Room includes:* data projector & screen, laptop, whiteboard, lectern, hearing loop, kitchenette with microwave, bar fridge, urn, mugs and basic cutlery

*Internet Training Room equipment is limited to:* data projector and 6 -7 desktop computers (if people share we can accommodate up to 14 people).

**Room bookings are not considered confirmed until this form is received by SIS** - Once received, SIS will confirm the booking via email to the email address supplied. SIS office hours are 9am – 5pm. If the event is after hours the hirer will need to make arrangements to collect a key and receive security instructions. Invoices are sent at the end of each month, terms are seven days.