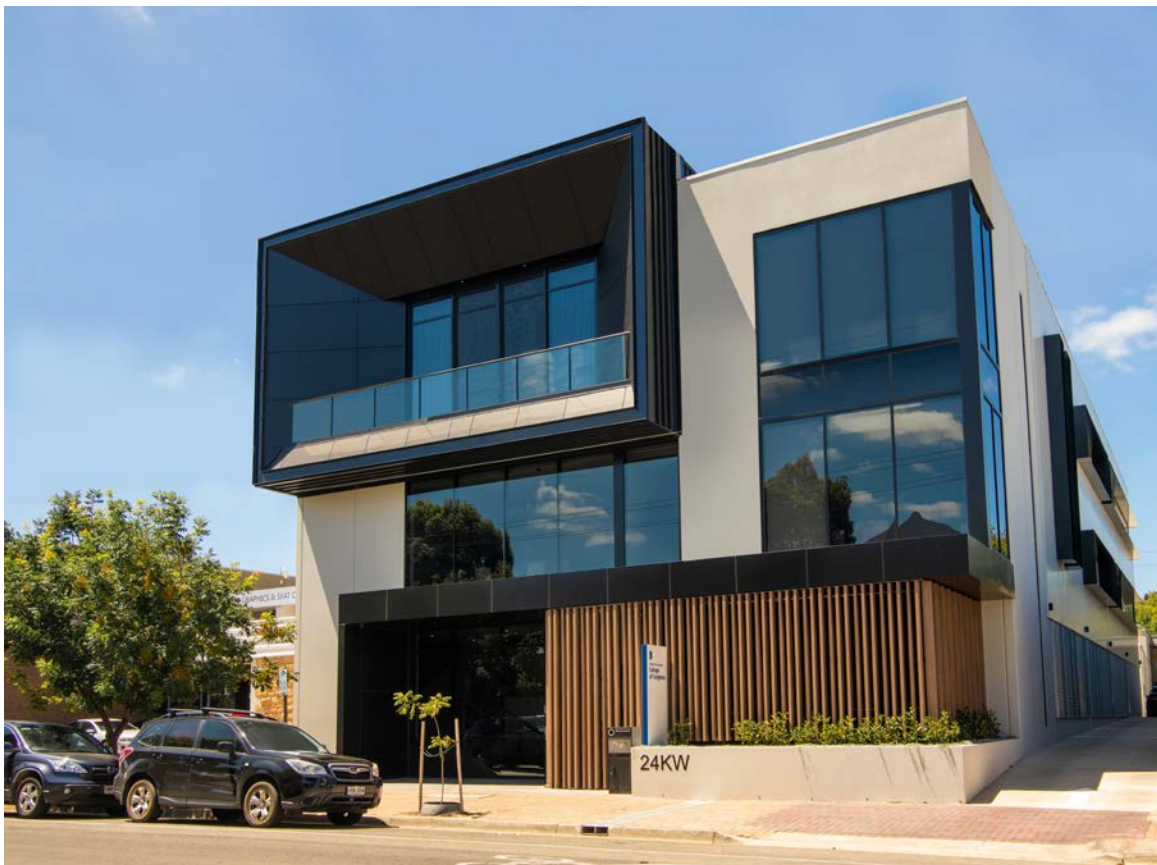


Venue Hire 2024

South Australia Office



24 KING WILLIAM STREET, KENT TOWN

BOOKING FORM



SCAN OR CLICK ON THIS QR
CODE TO SUBMIT A BOOKING
REQUEST

ENQUIRIES

Email: College.sa@surgeons.org
Phone: (08) 8239 1000

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Our Spaces

Booking Information

Full day hire: 9:00AM – 5:00PM

Half day hire: 9:00AM – 1:00PM or 1:00PM – 5:00PM

Evening hire: 5:00PM – 9:00PM

Additional charges may apply for access prior to 9:00AM and after 5:00PM.

Please arrive 15 minutes prior to 5pm for evening hire.

Rooms must be vacated by session end times.

Venue Hire includes:

- Audio Visual
- Video Conferencing (Teams and Zoom)
- Wi-Fi
- Laptop (please bring presentations on a USB)
- Room setup

Optional room inclusions (please notify us if you require one of the below)

- Whiteboard
- Lectern
- Printing. Hirer to facilitate own printing.

Disability Access:

- Disabled Access via King William Street and Little Rundle Street, Kent Town
- Disabled parking upon request
- Office is lift accessible.
- Disabled bathroom located on Level 1 & 2

Carparking:

- 4 external car parks at the rear of the building are allocated to visitors on a first come first served basis. Access is via Little Rundle Street. Street parking on King William Street is limited to one hour Monday to Friday 9am – 5pm and until 12pm on Saturday.

Parents Room:

- Located on Level 1
- Change table
- Fridge

ROOM RATES

All prices in AUD inclusive of GST

Rooms	Weekdays			Weekends	
	Full Day	Half Day	Evening	Full Day	Half Day
Level 1, Meeting Room 1	650	460	560	980	690
Level 1, Meeting Room 2	650	460	560	980	690
Level 1, Meeting Rooms 1 & 2 (Combined)	1200	840	1020	1800	1260
Level 1, Meeting Room 3	480	340	410	720	510
Level 2, Boardroom	700	490	600	1050	740
Level 2, Meeting Room 1	300	210	260	450	320
Level 2, Meeting Room 2	300	210	260	450	320
Level 2, Meeting Room 3	280	200	240	420	300
Level 2, Meeting Room 4	280	200	240	420	300
Level 2, Training Room 1	650	460	560	980	690
Level 2, Training Room 2	650	460	560	980	690
Level 2, Training Rooms 1 & 2 (Combined)	1200	840	1020	1800	1260
Level 2, Breakout Lounge	POA	POA	POA	POA	POA

CAPACITIES



Rooms	Sqm (approx.)	Theatre	Group	U Shaped	Boardroom
Level 1, Meeting Room 1	52	40	24	18	16
Level 1, Meeting Room 2	52	40	24	18	16
Level 1, Meeting Rooms 1 & 2 (Combined)	104	80	48	30	20
Level 1, Meeting Room 3	21	NA	NA	NA	10
Level 2, Boardroom	63	NA	NA	NA	20
Level 2, Meeting Room 1	16	8	6	NA	NA
Level 2, Meeting Room 2	16	8	6	NA	NA
Level 2, Meeting Room 3	13	8	6	NA	NA
Level 2, Meeting Room 4	13	8	6	NA	NA
Level 2, Training Room 1	43	30	24	16	16
Level 2, Training Room 2	43	30	24	16	16
Level 2, Training Rooms 1 & 2 (Combined)	86	60	36	24	20
Level 2, Breakout Lounge	63	NA	NA	NA	NA

Additional Items

LABOUR	Weekday	Weekend
Staff Support (Door, Catering & Basic AV)	\$50/hour	\$60/hour
Full AV Specialist Support (Minimum 4 hours)	\$180/hour	\$360/hour
Security (Applicable to weekends per event day)	NA	\$100

BEVERAGES	Half Day	Full Day
TWININGS Tea Selections		
KALERM Coffee Machine (Mahalia Blend)	\$5 pp	\$8 pp
Filtered Water		

Other Information

Catering

Hirers to organise own catering. RACS preferred suppliers:

- [Rustic Gourmet](#)
- [Taylor & Holmes](#)

Approval from RACS required should Hirers wishes to use own caterers.

CONSUMPTION OF ALCOHOL

Hirers are to adhere to the RACS [alcohol policy](#)

PUBLIC TRANSPORT

[Adelaide Metro](#)

RACS(SA) building is a 10 minutes walk from the CBD/East End.

GALLERY

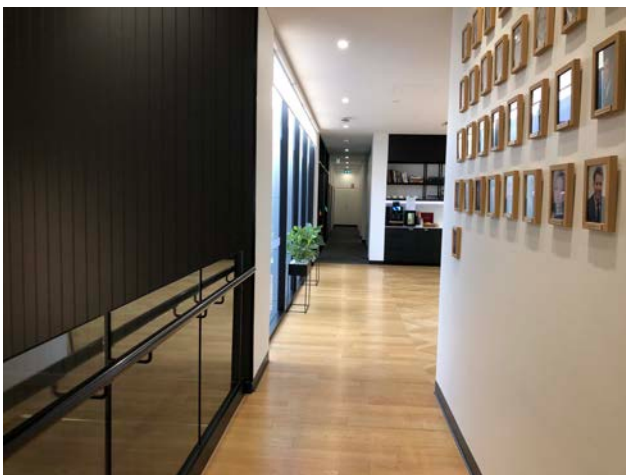
Level 2, Boardroom



Level 1, Meeting Rooms 1 & 2



Level 2, Corridor



Level 2, Training Rooms 1 & 2



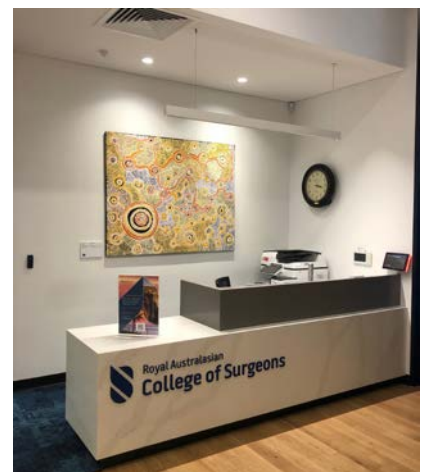
Level 2, Meeting Room 3



Level 1, Meeting Room 3



Level 2, Reception



Terms and Conditions

Charges

Bookings will be finalised upon completion of the following:

- Email booking confirmation
- Completion of Summary of Booking details
- Provision of Purchase Order Number (government departments) where applicable

RACS reserves the right to cancel provisional room holds, without notice where no contact or confirmation has been received.

Your Event Charge is outlined in the Summary of Booking and is payable as follows:

- Full payment of Venue hire is to be paid 10 days prior to confirmed room booking.
- All invoices are to be paid in full 30 days from processing.
- All charges are listed as inclusive of Goods and Services Tax (GST), unless stated otherwise. You will be responsible for the payment of all GST and any other taxes which might be levied on your booking.

Cancellation Charges

All cancellation must be in writing. Cancellation date will be taken from written confirmation. Cancellation date will be levied as followed for all confirmed bookings:

- Cancellation prior to 10 days to your room hire will be charged the full room rate.
- No refund of cancellation.

Venue Access

We will provide you with access to the Venue 30 minutes prior to the Event Start Time, where possible. Should you require earlier access this must be by prior arrangement with the State Office Team. Additional charges apply for events outside of these hours. Earlier access is not always available or possible.

Terms and Conditions

Audio Visual

No audio-visual equipment or other type of staging equipment will be used within the RACS facilities without prior approval. All venue rooms are fitted with AV equipment for your use. It is advised that all presentations are run through the RACS provided equipment, i.e. a USB containing all presentations is brought and presentations are loaded onto the RACS supplied laptop.

All programs you load onto laptop desktops must be deleted at the end of the Event. RACS will not be liable for any private files viewed by other parties if not removed from RACS laptops. All files and programs remaining on RACS computer equipment will be deleted by the RACS as soon as practicable after the end of the Event.

Room Changes

In the event of an unforeseeable circumstance the RACS reserves the right to change room allocations and will always advise the appropriate parties of all changes as they occur.

Additional Equipment Hire

All additional equipment will incur charges. Please contact the SA State Office Team should you require additional equipment for your booking.

Attendee List & Event Schedule

A final attendee list is required 3 working days prior to the Event Date. Failure to supply an attendee list will result in attendees being denied access to RACS until a list is supplied.

Groups of 40 people or more are to provide the name and contact details of a host or assistant to coordinate and manage registration. Registration may occur in the reception area of RACS or at the entrance to the room.

RACS **does not** provide name badges.

Client Contact

You are required to nominate a client representative for the Event, who must be present for the duration of the Event for which the RACS facility has been booked. The Client Contact will be the liaison between You and RACS and will be responsible for matters including but not limited to compliance with statutory safety requirements, and relevant RACS policies and all other matters relating to the Event Booking.

Terms and Conditions

Insurance

You must arrange for appropriate public liability and property insurance to cover your employees, delegates, third parties and assets as they relate to the Event and the use of the RACS premises.

Indemnity

You will indemnify the RACS against any claim, loss or damage arising from the Event Booking howsoever arising or caused.

Smoking

RACS is a fully smoke-free zone. It is your responsibility to ensure your attendees comply with this RACS policy.

Advertising

The RACS Coat of Arms is not to be used on any literature or promotional material produced by you without prior written permission from RACS.

You will not make any advertisements or statements which imply directly or indirectly that the RACS endorses or is conducting the Event. No posters or other advertising material will be erected or affixed to the exterior of any RACS building.

Only free-standing posters or other advertising material is permitted within the RACS. The placement of such material will be at the discretion of authorised RACS personnel. Should you need to hang posters or paper, please advise at the time of your booking as walls and windows are not to be used for this purpose.

You are not permitted to fix any materials to internal walls of rooms or passageways. You will be responsible for any damage to RACS property in any way.

General use of RACS facilities

No smoke or flame-generating devices, including lit candles, may be used within the RACS facilities.

You are responsible for leaving RACS premises clean and tidy with the removal of all literature, display or promotional materials brought into the RACS for the Event by the Event Finish Time. Any additional cleaning or removal of material left behind by You will incur an additional charge.

You are responsible for occupying and vacating the rooms within the Event Start and Finish Time. Additional venue hire fees or labour charges will apply should events or meetings extend beyond the agreed times in the Summary of Booking.

The RACS reserves the right to change room allocations if necessary. You will be advised as soon as practicable of any room changes.

Children 17 years and under must be accompanied by an adult and not left unattended at any time.

Terms and Conditions

Force Majeure

RACS shall not be liable for any failure or be in default of this Letter of Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control, including (but not limited to) acts of God, acts of Governmental Authority, embargoes, epidemics, pandemics, war, riots, insurrections, acts of terrorism, fires, explosions, earthquakes, floods, unusually severe weather conditions, labour problems, restrictions on the supply of food and beverages or unavailability of parts, or, in the case of computer systems, any failure in electrical or air conditioning equipment.

