

Room Booking Form

South Australian State Office
24 King William Street Kent Town SA 5067

Company Name	
Contact Name	
Contact details for invoice purposes	
Telephone	Mobile
Email	
Preferred mode of contact	Email Phone SMS Teams

Function Details

Function		Function Date	
Start Time		Finish Time	
Number of attendees		Number of faculty car parks required (street parking available after 5pm & 12pm on Saturdays)	
Zoom required	Yes / No		

Rooms Required (see configurations over)

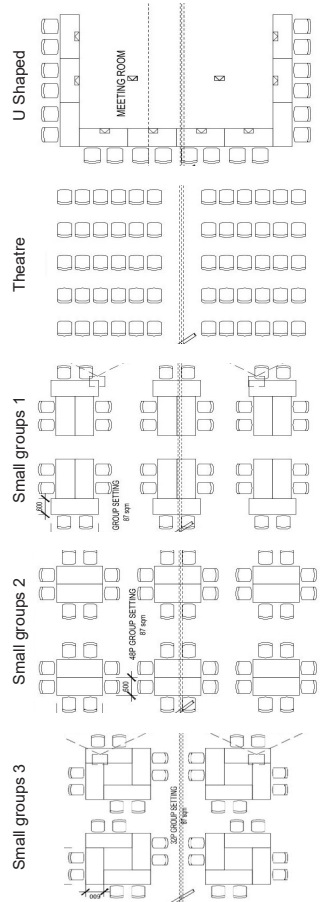
Room Name	Configurations	Capacity	Equipment Required	
			Whiteboard	Other e.g. flip charts
Meeting Room 1, Level 1		35		
Meeting Room 2, Level 1		35		
Meeting Room 3, Level 1	Board table	10		
Boardroom, Level 2	Board table	20		
Meeting Room 1, Level 2		8		
Meeting Room 2, Level 2		8		
Meeting Room 3, Level 2		7		
Meeting Room 4, Level 2		7		
Training Room 1, Level 2		60		
Breakout Lounge, Level 2		48		

Catering Required

Type of Catering	Yes / No	Service Times	Number of People
Breakfast	Hot / Cold		
Morning Tea			
Lunch	Hot / Cold		
Afternoon Tea			
Dinner			
All day tea & coffee			
Any dietary requirements (please specify)			

Room Configurations and Capacities

Room Name	Configurations	Capacity
Meeting Room 1, Level 1	U-Shaped	18
	Theatre	35
	Board table	16
	Small groups	24
	COVID 23	
Meeting Room 2, Level 1	U-Shaped	20
	Theatre	35
	Board table	16
	Small groups	24
	COVID 24	
Meeting Room 3, Level 1	Board table	10 COVID 6-8
Boardroom, Level 2	Board table	20 COVID 20
Meeting Room 1, Level 2	Group table Skills station	8 COVID 4
Meeting Room 2, Level 2	Group table Skills station	8 COVID 4
Meeting Room 3, Level 2	Group table Skills station	7 COVID 3
Meeting Room 4, Level 2	Group table Skills station	7 COVID 3
Training Room 1, Level 2	U-Shaped	20
	Theatre	60
	Board table	20
	Small groups	48
	COVID 43	
Breakout Lounge, Level 2		48 COVID 32



Terms and Conditions of Hire

To [book a room](#), email a completed room booking form to college.sa@surgeons.org or call 8239 1000. All bookings will be emailed confirmation.

Faculty parking is available on the ground floor (access via Little Rundle Street). Please book faculty parking spaces with your room hire. Street parking on King William Street is limited to one hour Monday to Friday 9am to 5pm and until 12pm on Saturday.

Access to the building is by a code number at the front door panel. The code will be issued to the person booking the room. It will be their responsibility to distribute the code to their guests. Please ensure that meetings do not overrun as the building automatically arms itself at **10:30pm**.

Catering - breakfast, morning and afternoon teas, lunch and dinner can be arranged by RACS. Hirers wishing to use their own caterers must obtain approval from the SA State Manager.

Cancellations notified within 24 hours of hire date will incur a fee of 50% of total room hire. Cancellations with no notifications will be fully charged.

RACS does not accept responsibility for **damage or loss** of any property left in the building.

Any damage to the building as a result of the booking will be the financial responsibility of the hirer.

Rooms must be left in a similarly clean and tidy state otherwise a fee will be charged.

Public liability - third party contractors maybe required to provide a copy of their Certificate of Currency for their public liability insurance with their booking form.

All fees, Terms and Conditions are subject to change without any notice.

I agree to Terms and Conditions of hire	Signature Date	
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Please forward to the Royal Australasian College of Surgeons at college.sa@surgeons.org
24 King William Street Kent Town SA 5067 Tel: 08 8239 1000