

Conference & Education Centre RBWH

Booking Form

Block 1, Royal Brisbane & Women's Hospital

Butterfield St, Herston, QLD, 4029

Phone: (07) 3646 6355 | Fax: (07) 3646 6356

E: Conference-and-Education-Centre-RBWH@health.qld.gov.au

Contact Person:			
Name of organisation:			
Phone number:			
Email:			
Billing address <u>OR</u> QLD Department:			
ABN <u>OR</u> Cost Centre Code:			
Event Name & Time: <i>(for signage)</i>	Name:	Start Time:	Finish Time:
Booking Date & Time: <i>(room access)</i>	Date/s:	Start:	Finish:
Number of Attendees:			
Do you require Catering?		Yes	No
Note: All catering MUST be ordered through MNRS.Venues.Catering@health.qld.gov.au or (07) 3646 3511			
Room	Capacity	Facilities	
Edwin M Tooth Auditorium	296	Includes: Use of Large Foyer with LCD Screens for signage & Audio Visual Overflow, fully Integrated AV System with Video Conferencing, PC with Internet/QH Intranet access. Dual Projection Screens, Audio System & Lighting touch panel control. Lapel, Roaming & Headset Microphones.	
Large Foyer Only	300	Includes Built in Projector & Electronic Screen, Roaming microphones. LCD Screens for signage. Wifi available.	
Seminar Room 1	60	Includes: Use of Small Foyer, lectern with mic and touch screen control, PC with Internet/QH Intranet access, built in Projector & Audio system, Integrated Video Conferencing System.	
Seminar Room 2	60	Includes: Use of Small Foyer, lectern with mic and touch screen control, PC with Internet/QH Intranet access, built in Projector & Audio system	
Seminar Rooms 1 & 2 <i>(combined)</i>	120	Includes Use of Small Foyer, lectern with mic and touch screen control, Dual Screens PC with Internet/QH Intranet access, built in Projector & Audio system	

Extras				
Item	Unit	Cost	Qty	Charge
Video Conferencing System <i>(scheduled with Telehealth 1800 066 888)</i>	NA	\$35.00	-	
USB Recording <i>(Auditorium only)</i>	NA	\$35.00	-	
Technical Support <i>(AV system run through 15 min prior to event)</i>	-	-	-	
Managed Event <i>(tech Support for duration of event-depend on staff availability)</i>	Per Hour	\$104.00		
PowerPoint Remote Control <i>(with Laser Pointer)</i>	Per Day	\$14.00		
Electronic Whiteboard <i>(includes markers & paper)</i>	Per Day <i>(1 only)</i>	\$84.00		
Standard Whiteboard <i>(includes markers & paper)</i>	Per Day <i>(2 max)</i>	\$34.00		
Pin Boards <i>(double sided)</i>	Per Day <i>(6 max)</i>	\$14.00		
Additional Tables <i>(for Sponsor Displays etc..)</i>	Per Day	\$14.00		
Flip Chart & Stand <i>(includes Butchers Paper)</i>	Each <i>(40 sheets)</i>	\$42.00		
Post Its <i>(Large- 20 sheets)</i>	Each	\$77.00		
Registration Tables	Each	-		
Roaming Microphone <i>(Auditorium)</i>	Each <i>(5 max)</i>	-		
Roaming Microphone <i>(Seminar Room)</i>	1 only	-	1 only	
Lapel Microphone <i>(auditorium only)</i>	Each <i>(2 max)</i>	-		
Head Set Microphone <i>(auditorium only)</i>	1 only	-	1 only	

Approval

Terms & Conditions: I have read & agree to abide by the Terms & Conditions for use of the RBWH Education Centre. For QLD Health bookings the Financial delegate must complete this section

Name:	
Position:	
Signature:	
Date:	

Room Rates

Room	Capacity	Mon-Fri Hourly	Mon-Fri Full day (8am-5pm)	Weekend Hourly	Weekend Full day (8am-5pm)	Total
Edwin M Tooth Auditorium	296	\$230.00	\$1330.00	\$300.00	\$2130.00	
Large Foyer only		\$125.00	\$840.00	\$210.00	\$1120.00	
Seminar Room 1	60	\$85.00	\$455.00	\$165.00	\$1120.00	
Seminar Room 2	60	\$85.00	\$455.00	\$165.00	\$1120.00	
Seminar Rooms 1 & 2 (combined)	120	\$160.00	\$910.00	\$245.00	\$1470.00	

*All prices EXCLUDE GST

*Rates do not include the cost of any catering required for the event

NOTE:

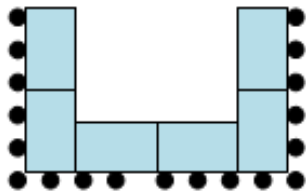
The Education Centre's facilities are primarily for the use of core business of the RBWH and the University of Queensland Medical Education. A secondary utilisation is the commercial hire of the facilities by external clients.

All RBWH and University of Queensland Medical Education users are able to book and utilise the facilities at no cost during normal business hours (Mon - Fri: 8am - 5pm).

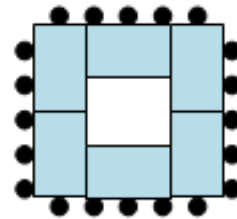
A fee for service will be charged to all other Queensland Health entities outside of the RBWH and any external clients during normal business hours. A fee for service is charged to all hirers of the facilities outside of normal business hours.

Seminar Room Set Ups

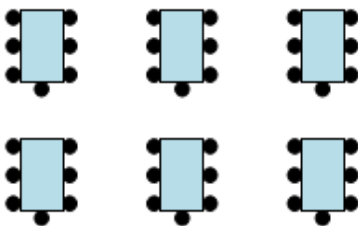
U Shape with Tables (22 max)



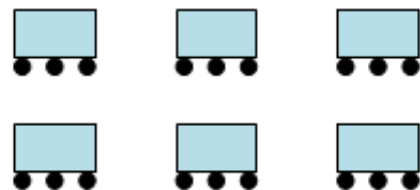
Boardroom (24 max)



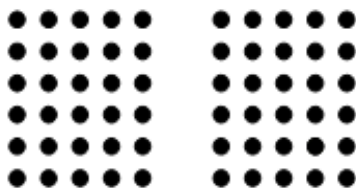
Forum (42 max)



Classroom (18 max)



Theatre (60 max)



U Shape - chairs only (26 max)



Terms and Conditions

RBWH Education Centre

Completion of the RBWH Education Centre Booking Form (**Booking Form**) will be taken as acknowledgement and acceptance of these terms and conditions by the individual and organisation set out in the Booking Form (**You**).

1. Bookings

- (a) A Tentative Booking will be held for 30 days and, if not confirmed within this period, will be cancelled unless an extension is granted.
- (b) Confirmation of the booking must be made in writing by returning the completed Booking Form.
- (c) MNHHS reserves the right to cancel the booking should the Booking Form not be completed in all material respects and returned to MNHHS.
- (d) Should another client be interested in booking the venue at the same time as your tentative booking, we will contact you and offer a 24 hour option to confirm your booking of the venue.

2. Fees and Payment

- (a) All RBWH and University of Queensland Medical Education Users (**Internal Clients**) are able to book and utilise the venue at no cost during normal business hours (8am to 5pm Monday to Friday).
- (b) Clients other than Internal Clients (**External Clients**) must pay MNHHS the fees for use of the venue as set out in the Booking Form (including any GST) (**Fees**).
- (c) Internal Clients and External Clients must pay MNHHS the Fees for use of the venue outside of normal business hours.
- (d) The final account will be invoiced to you after the event. Payment is required within thirty (30) days.

3. Confirmed Requirements

- (a) Any changes you wish to make to the requirements for your booking must be specified five (5) business days prior to the booking date. These requirements will be considered a guarantee and not subject to reduction.
- (b) The final Fees will be calculated in accordance with the guaranteed requirements, unless an increase in requirements occurs.

4. Cancellations

Written notice of cancellation is required. Confirmed bookings cancelled with less than five (5) business days' notice will be subject to a cancellation fee equal to 50% of the Fees that would otherwise have been payable.

5. Food and Beverage

- (a) MNHHS provides professional catering on-site. Under no circumstances is food or beverage to be brought into the venue for consumption during the event.
- (b) On-site catering is provided by RBWH Venues and Catering. You are responsible for confirming your catering requirements with RBWH Venues and Catering.
- (c) The cost of catering is not included in the venue hire Fees. You will be separately invoiced by RBWH Venues and Catering for any catering services provided.
- (d) Food and beverages are to be consumed within the venue foyers only. Under no circumstances is food or beverage to be consumed within the venue auditorium or seminar rooms.
- (e) All spills must be reported immediately to venue management.

6. Damage and Cleaning

- (a) You will be responsible for any damage to MNHHS Property that you or those attending your event cause or contribute to (fair wear and tear excepted).
- (b) MNHHS may charge you for repairs (including labour) or replacement as deemed necessary by MNHHS to rectify any damage contemplated by clause 6(a) above.
- (c) MNHHS Property includes MNHHS premises and all equipment hired or provided by MNHHS for use on the occasion of your event.
- (d) Any breakages or faults with equipment must be immediately reported to venue management.
- (e) You must leave the venue in a clean and tidy state including by reinstating any furniture you may have moved and placing all rubbish in the bins provided. MNHHS may, in its discretion, charge you a cleaning fee where the venue is found to be left in an unacceptable state.

7. Use of the venue

- (a) You must:
 - (i) use the venue and any other MNHHS Property for the purpose of conducting the event and only for that purpose;
 - (ii) obtain at your own cost and comply with all necessary permits and authorisations required to conduct the event;
 - (iii) not breach any law while at the venue;
 - (iv) not damage or destroy any part of the venue or MNHHS Property;
 - (v) comply with all directions given by employees or other authorised representatives of MNHHS and ensure that all attendees so comply;
 - (vi) keep the venue in a clean and safe condition;
 - (vii) not smoke or permit attendees to smoke while at the venue or within MNHHS grounds;
 - (viii) comply with relevant health and safety standards and not exceed the maximum capacities for the venue as specified in the Booking Form; and
 - (ix) not disrupt any other event or activity being conducted at the venue, whether by MNHHS or any other client of MNHHS.
- (b) Your access to the venue is limited to the Booking period. MNHHS may, in its absolute discretion, if requested by you, and subject to payment of any additional Fees, allow you early or later access to the venue.
- (c) You must vacate (and ensure that your attendees) vacate and remove all property brought by you or your attendees to the venue before the end of the Booking. Failure to do so may incur additional Fees.
- (d) Entry to and attendance upon MNHHS premises and the venue is entirely at your, and your attendees own risk. MNHHS will not be liable for any loss, damage or theft to your or your attendee's property.

8. Insurance

You must at all times during the event hold adequate public liability insurance coverage, and provide evidence of such coverage to MNHHS upon request.

9. Indemnity

You must indemnify and keep MNHHS indemnified against all loss, damage, expense or cost of any kind incurred or sustained by MNHHS arising directly or indirectly from your event.

10. Force Majeure

Where matters beyond the reasonable control of MNHHS impair or prevent MNHHS from being able to provide the venue in accordance with your booking and these terms and conditions, you release MNHHS from any liability or loss incidental or consequential to such matters.

11. Termination

If at any time and for any reason (including but not limited to force majeure), MNHHS is unable to provide you with the venue in accordance with a confirmed booking, MNHHS may terminate the booking by giving you written notice of that fact.