



SAFE PLACE TRAINING

Training Centre Hire

Meeting and Training Facilities

Two modern, air conditioned, comfortable training and meeting rooms provide flexible and versatile spaces to meet your needs. Located just 3.8km south of Adelaide and 8.2km from the Adelaide Airport.

Location: 147 Goodwood Road, Goodwood

The Rooms

Flexible layouts with tables and comfortable seating

Rooms are equipped with:

- Data Projector
- Whiteboard
- Audio
- Internet
- Teleconferencing

Room 1

The perfect room for holding your training, meetings, conferences, presentations & workshops

Capacity

- o Theatre = 50
- o U-Shape / Meeting = 24
- o Classroom = 30

Hire Cost inc GST: Full day \$180 or Half day \$110



Room 2

A great room for your board meetings, committee meetings, training & presentations

Capacity

- o Theatre = 20
- o Board room = 16

Hire Cost inc GST : Full day \$130 or Half day \$90



Rooms 1 & 2 inc GST: Full day \$280 or Half day \$180

Facilities

Complimentary tea, coffee, chilled water and mints are available

Hirers are welcome to arrange catering for their event

Our kitchenette is available to all hirers and includes a fridge and microwave oven

Bookings and Further Information

Please contact us at: E: info@safeplacetraining.com or Phone (08) 7324 9908

Safe Place Training - Room Hire Booking Form

Hire Costs Inc GST

Room 1 - Full day \$180 or Half day \$110: Room 2 - Full day \$130 or Half day \$90

Rooms 1 & 2: Full day \$280 or Half day \$180

Room Hire Day/s and Date/s required:

Organisation:

Contact Person:

Invoice Address:

Ph:

Fax:

E-Mail:

Mobile no of person responsible on the day:

Booking Time/s (inclusive of set up and pack up times):

No. of People _____

Room required *(please circle)*

Room 1

Room 2

Rooms 1 & 2

Room Set-up *(please tick)*

Theatre Style

Board Room

U Shape

Classroom

Equipment Required

White Board & Pens

Data Projector

Internet

Teleconferencing

Other

Final day of hire cleaning service (additional \$60) *(please circle)* Yes / No

Additional information to assist us to be of service to you:

I understand that room hire is subject to availability. SPT staff will confirm the booking by email.

Date:

Signed:

For and on behalf of (insert organisation name):

Thank you for allowing us to be of service to you and your organisation.

We are committed to providing a comfortable environment that will assist to make your event a great success for all.

Please send this form along with the SIGNED Terms and Conditions of Hire form to info@safeplacetraining.com

Safe Place Training: Terms and Conditions of Centre Hire

1. Contract: All room use and hire is subject to an agreed room hire form, which is a contract with Belgold Pty Ltd to Safe Place Training (SPT) and the hirer accepting these terms and conditions. SPT reserves the right to terminate the agreement for any reason including breach of the hire terms and conditions.

2. Smoking: We are a non-smoking venue; no smoking is permitted on the property. Smoke machines are not permitted in the building.

3. Noise: Sound should not be at a volume that can be heard by other users of the venue or building.

4. Alcohol: It is illegal for people under 18 to consume alcohol on the premises.

5. Cleaning: We do charge \$60 if the rooms and kitchen are not left clean and tidy ready for the next hirer. Please leave the premises in the same condition as you find it. ie vac, empty bins (council bins are located in the garage), wipe tables and when possible put dishes into the dishwasher. We do provide a walk in/walk out cleaning service at an additional cost of \$60.

6. Spills on Tiled Floors: Safety requires that the floor should be mopped immediately and wet floor signs displayed.

7. Room Facilities: Any equipment/furniture that you requested when making your booking will be placed in your room ready for use. You are free to change the configuration of the room set up if you wish to do so. Any damaged and/or missing equipment or furniture will be charged to your organisation at full replacement cost. Please unlock the castors before moving the tables.

The foyer and street areas of the building are not included in room hire. Please refrain from using these areas.

8. Emergency and Occupational Health and Safety Responsibilities: Each client is responsible to ensure their group is aware of the fire and emergency evacuation procedures and follows safe work procedures when moving equipment or cleaning. Evacuation posters are on the wall of each hire room.

9. First Aid: A WHS compliant First Aid kit is stored in the kitchen. It is the hirer's responsibility to ensure that appropriately trained first aid staff are in attendance at their event. The Safe Place Training first aid kit is stocked with first aid resources appropriate to the requirements of Safe Place Training. It is the hirer's responsibility to be aware of possible risks to their staff and participants accessing their event and to provide any additional first aid equipment or resources that may be required.

10. Cancellations: Cancellations for the use of a room is required 14 days prior to the event for a full refund. A cancellation fee of \$40.00 applies to cancellations of less than 14 days.

11. Terms of payments: All prices quoted are inc GST. EFT payments can be made through your financial institution to:

Bank: **Bendigo Bank**

Payable to: **Safe Place Training**

Reference: **Your organisation's name**

BSB: **633 000** Account Number: **144354321**

Terms are strictly 30 days.

Prices are current as at 1 July 2013 and are subject to change without further notice. Confirmed bookings exempt.

12. Waiver

It is the client's responsibility to inform their participants or guests about emergency procedures, safety issues and acceptable use of the facilities.

I have read and understand the terms and conditions of hire and agree to abide by all of the terms and condition of hire.

Date:

Signed by:

For and on behalf of (insert organisation name):