

Venue & Catering Booking Form - Learning & Development Centre

- A minimum of 4 weeks notice is requested before the intended date of the activity.
- Request to be forwarded to the Learning & Development Centre, WDHS,
PO Box 283, Hamilton Vic 3300 Fax: 03 5551 8229 Email: Sally.Kinghorn@wdhs.net



Contact Name:		Organisation	
Email:		Phone No:	
Contact / Billing Address/Department:	NOTE: External WDHS clients must provide a duly authorised purchase order for the hire of the Centre and for any catering requirements.		
Type of Event: (eg. interviews, seminar)			
Preferred Room#:	<input type="checkbox"/> Auditorium <input type="checkbox"/> Seminar Room/s <input type="checkbox"/> Clinical Skills Lab <input type="checkbox"/> Small Meeting Room <input type="checkbox"/> Computer Training Room <input type="checkbox"/> Board Room <input type="checkbox"/> Other (specify) _____ (#Alternative may need to be booked if preferred room unavailable)		
IT Requirements:	<input type="checkbox"/> Laptop <input type="checkbox"/> Data Projector <input type="checkbox"/> Whiteboard	<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector <input type="checkbox"/> DVD Player & TV	<input type="checkbox"/> Teleconference phone (additional charges may apply) <input type="checkbox"/> Videoconference unit (additional charges may apply) <input type="checkbox"/> Other:
	Day 1	Day 2	
Day & Date:	/ /	/ /	
Start Time:			
End Time:			
Morning Tea * Expected No. _____	<input type="checkbox"/> Not Required <input type="checkbox"/> Mini-Muffins (\$2.50pp) <input type="checkbox"/> Fresh Fruit Platter (\$3.50 pp) <input type="checkbox"/> Dried Fruit & Mixed Nuts Platter (\$4 pp) <input type="checkbox"/> Slices (\$3.50 pp) <input type="checkbox"/> Cheese & Biscuits (\$5.50 pp) <input type="checkbox"/> Gluten Free - No. _____		
Time Req: _____ (Range: 0930 – 1100)	<input type="checkbox"/> Not Required <input type="checkbox"/> Mini-Muffins (\$2.50 pp) <input type="checkbox"/> Fresh Fruit Platter (\$3.50 pp) <input type="checkbox"/> Dried Fruit & Mixed Nuts Platter (\$4 pp) <input type="checkbox"/> Slices (\$3.50 pp) <input type="checkbox"/> Cheese & Biscuits (\$5.50 pp) <input type="checkbox"/> Gluten Free - No. _____		
Lunch * Expected No. _____	<input type="checkbox"/> Not Required <input type="checkbox"/> Gourmet Sandwiches (\$6.50 pp) <input type="checkbox"/> Assorted Sandwiches (\$5) <input type="checkbox"/> Fresh Fruit Platter (\$3.50 pp) <input type="checkbox"/> Dried Fruit & Mixed Nuts Platter (\$4 pp) <input type="checkbox"/> Hot Finger Food (\$4:50 pp) <input type="checkbox"/> Cheese & Biscuits (\$5.50 pp) <input type="checkbox"/> Gluten Free – No. _____ <input type="checkbox"/> Vegetarian – No. _____		
Time Req: _____ (Range: 1200 – 1300)	<input type="checkbox"/> Not Required <input type="checkbox"/> Gourmet Sandwiches (\$6.50 pp) <input type="checkbox"/> Assorted Sandwiches (\$5) <input type="checkbox"/> Fresh Fruit Platter (\$3.50 pp) <input type="checkbox"/> Dried Fruit & Mixed Nuts Platter (\$4 pp) <input type="checkbox"/> Hot Finger Food (\$4:50 pp) <input type="checkbox"/> Cheese & Biscuits (\$5.50 pp) <input type="checkbox"/> Gluten Free – No. _____ <input type="checkbox"/> Vegetarian – No. _____		
Afternoon Tea * Expected No. _____	<input type="checkbox"/> Not Required <input type="checkbox"/> Gourmet Sandwiches (\$6.50 pp) <input type="checkbox"/> Assorted Sandwiches (\$5 pp) <input type="checkbox"/> Scones <input type="checkbox"/> Jam & Cream (\$3.50 pp) <input type="checkbox"/> Savoury (\$3.50 pp) <input type="checkbox"/> Fresh Fruit Platter (\$3.50 pp) <input type="checkbox"/> Dried Fruit & Mixed Nuts Platter (\$4 pp) <input type="checkbox"/> Slices (\$3.50 pp) <input type="checkbox"/> Cheese & Biscuits Platter (\$5.50 pp) <input type="checkbox"/> Gluten Free - No. _____		
Time Req: _____ (Range: 1400 – 1500)	<input type="checkbox"/> Not Required <input type="checkbox"/> Gourmet Sandwiches (\$6.50 pp) <input type="checkbox"/> Assorted Sandwiches (\$5 pp) <input type="checkbox"/> Scones <input type="checkbox"/> Jam & Cream (\$3.50 pp) <input type="checkbox"/> Savoury (\$3.50 pp) <input type="checkbox"/> Fresh Fruit Platter (\$3.50 pp) <input type="checkbox"/> Dried Fruit & Mixed Nuts Platter (\$4 pp) <input type="checkbox"/> Slices (\$3.50 pp) <input type="checkbox"/> Cheese & Biscuits Platter (\$5.50 pp) <input type="checkbox"/> Gluten Free - No. _____		
Other relevant details:			
Terms & Conditions	I agree to adhere to the terms and conditions outlined in this form.		
Signature:		Date:	/ /

* Catering charges current at 10 August 2015. Catering services not provided beyond 1500 hours. Subject to change without notice.

**Terms and Conditions
For Use of Western District Health Service Facilities**

Professional and community groups may hire facilities within the Learning & Development Centre of Western District Health Service using the following process. Please note that hire can be on a casual or permanent basis depending upon need and availability of the facility.

- Bookings may be made using the Venue Booking form.
- Permanent recurring bookings will expire at the end of the calendar year. An invoice will be sent at the end of each month for fees owing.
- At least 24 hours notice is required for cancellations. Failure to give such notice will result in the hirer being charged the normal hire fee.
- The Learning & Development Centre is staffed from 8.00am – 4:30 pm Monday to Friday. Outside of these hours hirers will need to make alternative arrangements regarding key pick-up and security. Contact the Centre Administrator to discuss.
- In the event of a double booking for a particular facility, an alternative venue will be negotiated with the hirer at no additional cost.

Disclaimers

The operation of this policy includes the following disclaimers:

- Western District Health Service has Public Liability Insurance that covers injuries etc. that may arise as a result of a defect in the facility/venue, or negligence by Western District Health Service.
- Western District Health Service takes no responsibility for and does not indemnify any users of the building for incidents that arise from the activities or negligence of hirers. Hirers are recommended to carry their own public liability insurance and should advise the Western District Health Service of the details of this insurance prior to signing of the Hire Agreement.
- Western District Health Service takes no responsibility for any equipment supplied by the hirer, either used and/or stored at the facility.
- Western District Health Service takes no responsibility for activities, information or advice provided by groups hiring the facilities.

Termination of Hire Agreement

- Failure to comply with WDHS policy, or any term or condition, or the undertaking of any illegal activity will result in the immediate termination of a facilities hire agreement.
- A permanent hire agreement may be terminated by either party giving one-month notice in writing.

Guidelines for the Use of Western District Health Service Facilities

All users of Western District Health Service facilities are required to adhere to the following:

- Users of the facility will be expected to behave appropriately so as not to disturb or offend other users or visitors to the facility.
- The hirer of the facility is expected to leave the facility in a clean and tidy state with all rubbish placed in the bins provided.
- Hirers are responsible for arranging furniture to meet their specific requirements and must return the facility to the same condition in which it is found.
- Western District Health Service will ensure facilities are in good condition; the hirer will be expected to meet the costs of repairs to any damage caused to the facility, its fittings or equipment, by members of the hire group.
- No sticky tape, blue tack, nails or staples are to be used to affix decorations to the paintwork.
- Food may only be consumed in areas designated for that purpose.
- No alcoholic beverage is to be sold at any time. Permission to provide alcohol at a function must be obtained from the Chief Executive Officer prior to the activity.
- **Smoking is forbidden within all facilities and the grounds of Hamilton Base Hospital.**
- The hirer of the facility is to ensure they and other members of their group are aware of the emergency and evacuation procedures used by the facility.
- The hirer shall comply with regulations under the Health Act with regard to public buildings, for the prevention of over crowding, obstruction of gangways, passages, corridors or any other part of the building.
- Hirers should ensure that incident report (Riskman) forms are completed by the person in charge in the event of an accident or problem occurring during the period of hire. Incident Report Forms will be available from the facility on request and should be completed within 24 hours of the incident (or the next working day for a weekend incident).

OFFICE USE ONLY			
Date Booking Received	/ /		
Room Booked		Room Charge	\$
IT Available		IT Charge (if applicable)	\$
Catering Ordered Sent		Catering Charge	\$
Invoice Raised		Total Cost	\$
Comments:			