

Avant Education Centre

VENUE HIRE BOOKING FORM 2016

1. Organisation/ Company name:
2. Contact Person:
3. Billing Address:
4. Telephone:Mobile:.....Facsimile:
5. Email Address:.....
6. Function / Event:.....
7. Number of people expected to attend (if unsure please estimate)
8. Booking details: (note weekends incur an additional surcharge)

Venue	Date	Day	Time In	Function start	Time Out	Day Charge
Debriefing room (max 8)						Included
Lab (including onsite support - 1 person) (max 36)						Price on Request
Boardroom (max 40)						Price on Request
Large Auditorium (Max 80) For large groups or for start/end of day activities.						Price on Request

9. Special requirements:

- Catering (includes tea/coffee/juice/water)
Morning tea: **Yes/No** Lunch: **Yes/No** Afternoon tea: **Yes/No**
- All: \$42pp (plus gst), No lunch: \$20pp (plus gst), Morning/Afternoon tea only: \$15pp (plus gst)
 - Tea/Coffee on arrival additional \$3 per person
- (Please advise of any special dietary requirements)
- Catering numbers need to be confirmed in writing 10 days prior to venue hire.

10. Audio Visual:

- Laptop/screen/projector**Yes/No** (No additional charge)
- Basic Use of AV equipment in Lab (camera on specimen (instructor) to screen
 - **Yes/No**
- Basic Recording of Lab/Lectures.....**Yes/No**

11. Medical/Lab equipment:

- Cadaveric Material (**price as per separate quote**):
 - Temporal Bone / Head / Other **Yes/No**
 - Number required
 - Head Holders required **Yes/No**
- Surgical equipment:
 - The ESIA Avant CENTER only provides basic surgical (including suction/irrigation) equipment. Requirements for this needs to be in writing from booking organisation and confirmed prior to booking confirmation.
 - Note: All other surgical equipment must be brought onto site by the booking organisation.

- Lab equipment (price on request)
 - Suction: **Yes/No**
 - Irrigation: **Yes/No**
 - Microscope: **Yes/No**

- If cadaveric material used for course the Clinical Waste Bin Hire is required
- Sterilisation required: **Yes/No** Additional charge for non ESIA Avant CENTER equipment. There may be additional fees for large quantities of external provider equipment.

12. PPE

- Gowns/Gloves/Masks/Cap/Shoe Cover **Yes/No** (

13. Branding

- Branding of the Venue hire must include the Avant Education Centre logo (as supplied by the Avant Education Centre), and the address as “Avant Education Centre, Suite 8, Ground Floor, 1 Salvado Road, Subiaco WA 6008. This branding includes all leaflets/invitations etc.

14. Onsite assistance is included in the venue hire fees and includes (lab assistant x1). If you require additional onsite assistance please advise at least 10 days prior, charges are \$30 per hour.

15. Request Quotation **Yes/No**

This will be provided once all individual items have been confirmed.

16. I/We agree to comply in all respects to the Avant CENTER Terms and Conditions of Hire

Name:

Organisation:

Title:

Signature:

Date:

Avant Education Centre Terms and Conditions of Hire

1. **Confirmation:** Confirmation of booking will be supplied on receipt of completed booking form.
2. **Bookings and Payments:**
 - 2.1. **Tentative** bookings will be held for 7 days only. A 25% deposit (of full quote excluding cadaveric material) is required to confirm the booking.
 - 2.2. Additional payment (in full) for purchase of cadaveric material is required prior to material being ordered. This amount will only be refunded (on cancellation) if material can be returned for credit. All fees in relation to cadaveric material are to be paid in full and are not the responsibility of the Avant Education Centre.
 - 2.3. Avant Education Centre reserves the right to cancel tentative bookings and allocate the venue to another client if the deposit is not received as agreed.
 - 2.4. Balance of payment must be made 3 days prior to venue hire date.
 - 2.5. Avant Education Centre reserves the right to decline any bookings.
3. **Cancellation:**
 - 3.1. Cancellations advised in writing (30 days) will be refunded in full, less an administration fee of \$250.00. Excluding cadaveric material charges.
 - 3.2. Cancellations advised in writing received between 8 and 29 days prior to the event will receive a 50% refund of deposit less an administration fee of \$250.00. Excluding cadaveric material charges.
 - 3.3. Cancellations under 7 days will forfeit deposit.
 - 3.4. The Avant Education Centre reserves the right to cancel planned courses and symposia, even at short notice.
4. **Responsibilities:** The organiser and their sub-contractor agrees to ensure that:
 - 4.1. No dangerous goods are brought to the venue.
 - 4.2. No display materials or decorations are erected on the walls or doors without the prior approval of Avant Education Centre.
 - 4.3. All relevant laws and by-laws are complied with.
 - 4.4. The function commences and concludes at the agreed scheduled times.
 - 4.5. Appropriate insurance coverage has been obtained for the organiser's liability for loss, damage or personal injury. Avant Education Centre will not accept responsibility for any damage, loss or injury before, during or after the event. Organisers should arrange their own appropriate security, if required.

- 4.6. The organiser and their sub-contractors are responsible for any damage to the facility or loss of equipment provided by the Avant Education Centre, caused by or contributed to, by any of the attendees, guests, subcontractors or servants of the organiser.
- 4.7. The organiser and their sub-contractors will not operate or relocate equipment without prior instruction and approval from the Avant Education Centre staff.
- 4.8. No food or beverages will be brought into the training room or control room for consumption.
- 4.9. The training room and all equipment used must be left in a clean tidy state.

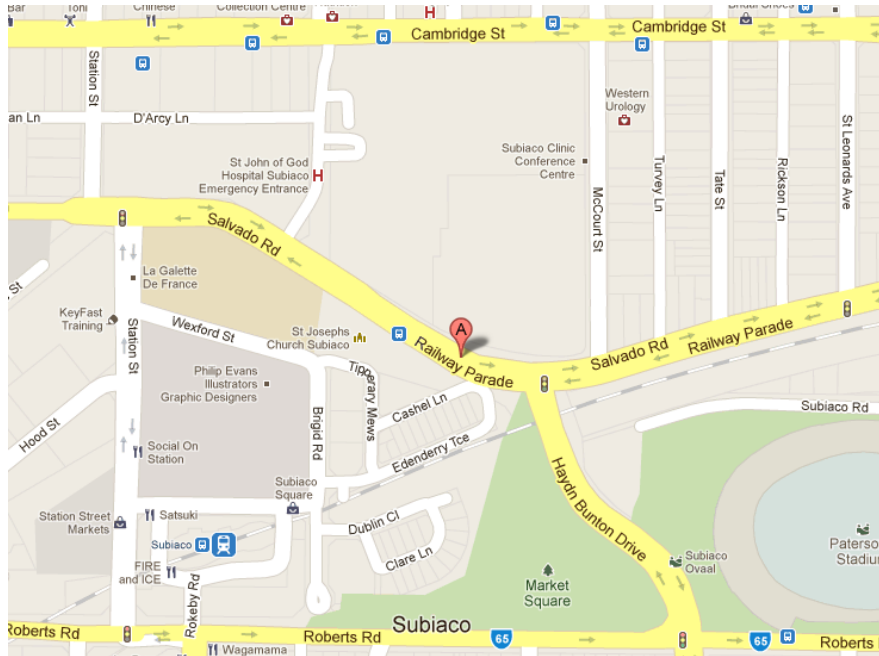
5. **Prices:**

- 5.1. Fees apply to the use of the facilities and services. Rates are subject to confirmation at the time of booking.
- 5.2. All prices quoted are exclusive of GST

6. **Smoking:** Smoking is not permitted in the Avant Education Centre, lifts or anywhere on the premises of the building.
7. **MEDIA RELEASE AUTHORITY** During venue hire, still photographs and video recordings may be taken that at times the Avant Education Centre may use for educational, administration or promotional purposes
8. Parking is not covered under this agreement.
9. The Applicant acknowledges that the Terms and Conditions have been read and accepted when bookings are transacted by email, even in the absence of a written signature

HOW TO GET TO THE AVANT EDUCATION CENTRE

Bus routes: From Perth city: 81, 91, 92. The bus terminal at Cambridge St – St John of God hospital, 4 minutes' walk to Avant Education Centre.



Train: Perth – Fremantle line, depart every 15 minutes. Train terminal at Subiaco Station is a 7 minutes' walk from Avant Education Centre. Walk north on Station St. Turn right on Salvado Road to number 1, beside St Joseph's Church.

Parking: Paid parking is available at the basement of Avant Education Centre. Payment via coin and credit card only. Alternatively, all day parking is available in the public car park adjacent to Patterson Stadium and St John of God Hospital, Subiaco.

LOCAL AMENITIES

Refreshments - Food and Coffee: Avant Education Centre is only a 5 minute walk from arguably Western Australia's most diverse and attractive array of café and restaurant eateries.

Local Accommodation: There are many hotels in close proximity to Avant Education Centre. If you are attending a course and need accommodation we are happy to provide recommendations, and where possible organise access to discounted hotel specials.