



# Training Room Hire Information, Agreement & Booking Request

Location: Murray Mallee GP Network (MMGPN) 64 Adelaide Rd Murray Bridge SA 5253

Please PRINT this form and fax back to MMGPN on 8531 1427



## Fees & Charges

Hire fees and charges will be negotiated with MMGPN and will depend on the nature of the event. If you have any queries regarding the hire of the training room or would like to inspect the facilities prior to hire please call us on (08) 8531 1303.

## General Information Required

Date Requested	Type of Event
Contact Person	Contact Address
Company	Phone Number
Start Time	Mobile Number
Finish Time	Email Address
Name of Event	
Approx number of attendees	

## Equipment/Facilities Required - (please tick the box)

Projector & Screen	<input type="checkbox"/>	Tea & Coffee Making Facilities	<input type="checkbox"/>	Class Room - seats 20 (max)	<input type="checkbox"/>
Electronic Whiteboard	<input type="checkbox"/>	Tables	<input type="checkbox"/>	Workshop - seats 24 (max)	<input type="checkbox"/>
Laptop	<input type="checkbox"/>	Oven & Hot Plate	<input type="checkbox"/>	Large U - seats 21 (max)	<input type="checkbox"/>
Microphone/PA	<input type="checkbox"/>	Microwave Oven	<input type="checkbox"/>	Theatre - seats 36 (max)	<input type="checkbox"/>
Portable CD/Radio	<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	Board Room - seats 16-20	<input type="checkbox"/>
Laser Pointer	<input type="checkbox"/>	Crockery/Cutlery	<input type="checkbox"/>	Other (please specify)	
White Board	<input type="checkbox"/>	Glasses	<input type="checkbox"/>		
Television/Video	<input type="checkbox"/>	Serving Platters/Bowls/Plates	<input type="checkbox"/>		
Flip Chart	<input type="checkbox"/>	Wireless Internet	<input type="checkbox"/>		
Teleconference/VC	<input type="checkbox"/>		<input type="checkbox"/>		

Website [www.mmgnp.org.au](http://www.mmgnp.org.au) - contact us - facilities

## Terms & Conditions

Terms:- fees include hire of room, provisions for tea and coffee, equipment as listed above. Price is subject to change without notice and will be passed onto the hirer. If you require changes to the booking, please advise as early as possible. We will do our best to assist you, but cannot guarantee a refund. 48 hours notice, in the case of a cancellation, will incur a fee.

## Checklist for Use Only

Booking made on Outlook	<input type="checkbox"/>	Refreshments Stocked	<input type="checkbox"/>
Staff Member Coordinating meeting (name)		Bathroom Stocked	<input type="checkbox"/>
Staff Member for set up (name)		MMGPN Evaluation Sheet	<input type="checkbox"/>
Invoice No.		Equipment Available & Working	<input type="checkbox"/>
		Requirements met	<input type="checkbox"/>

## Induction Checklist

First Aid Kit	<input type="checkbox"/>
Toilets	<input type="checkbox"/>
Emergency Exits	<input type="checkbox"/>
Telephones and How to use	<input type="checkbox"/>
MMGPN staff - point of contact	<input type="checkbox"/>
Smoke Free Premises	<input type="checkbox"/>

## Signed

I agree to the terms and conditions and agree to adhere to the MMGPN standards

Signed by (please print) \_\_\_\_\_ X \_\_\_\_\_

itted in the MMGPN offices OR surrounding property

---

