

 Flinders University	<h2 style="text-align: center;">Katherine – Room Booking Request</h2> <p style="text-align: center;"><i>Minimum of 5 working days' notice</i></p>
	<p>Forward completed form to:</p> <p>Flinders, NT Katherine Campus</p> <p>Email: fnt.katherine@flinders.edu.au</p> <p>Phone: (08) 8971 9640</p>

Notice to users: The primary use for all Flinders NT spaces/rooms, is for University business, and University business will always have priority over any other activity.

DATE(S):						
Start & Finish Time(s): Please allow for set-up & pack up). (Note - Flinders University Katherine office hours are 8.30am to 4.30pm)						
Is this a recurring booking?			Yes / No		Recurrence pattern:	
Note: Recurring bookings cannot be for periods over 12 months.						
PURPOSE: (name of function/event)						
DETAILS OF BOOKING: (please attach agenda)						
EVENT ORGANISER (CONTACT):		Name:		Telephone:		
				Mobile:		
		Email:				
ORGANISATION:		Non NT Govt organisations: please attach copy of public liability cover. Minimum \$20M.				
Number Attending:						
FLINDERS NT KATHERINE ROOM HIRE COSTS	Partners: NT Health, WWJ, SHS & KWHB		Non-profit Organisations		Commercial Organisations	
Please mark which room you are requesting						
	<i>Half day</i>	<i>Full Day</i>	<i>Half day</i>	<i>Full day</i>	<i>Half day</i>	<i>Full Day</i>
Courtyard video Conference Room	free		\$50	\$100	\$150	\$300
Simulation lab/ lecture room <i>Note: NO food or beverages, only water permitted</i>	free		\$75	\$150	\$150	\$400
Cleaning charge (if required) - \$50.00						

Will catering be supplied? (Please advise if cleaning is required at the end of each function as any additional labour such as cleaning to prepare the facilities before its next use will incur an additional charge. However if all cleaning is completed by the hirer and rubbish is disposed of, no extra charge will be necessary).	Yes <input type="checkbox"/> No <input type="checkbox"/> Is cleaning anticipated? Yes <input type="checkbox"/> No <input type="checkbox"/>
AV/ICT Equipment/Support required: Note: WiFi is only available for EduRoam users	<input type="checkbox"/> House Computer <input type="checkbox"/> Laptop <input type="checkbox"/> Projector <input type="checkbox"/> Software <input type="checkbox"/> Video Conference – attach details <input type="checkbox"/> Simulation Equipment (please attach a list of equipment you were wishing to use) <input type="checkbox"/> Other. Please attach details.
Contact Person Signature:	

OFFICIAL USE ONLY		
Booking Confirmation (completed by Flinders NT)		
Room Booked:	<input type="checkbox"/> <i>Katherine Video Conference / Lecture Room</i> <input type="checkbox"/> <i>Katherine Simulation Lab</i>	Checklist: <input type="checkbox"/> <i>Room access granted (visitor swipe card)</i> <input type="checkbox"/> <i>N/A</i> <input type="checkbox"/> <i>external orgs provided public liability cover</i> <input type="checkbox"/> <i>N/A</i> <input type="checkbox"/> <i>Other requirements</i> <input type="checkbox"/> <input type="checkbox"/>
Total Cost of room hire if applicable:	\$ <i>INVOICE</i> <input type="checkbox"/>	
Date:		
Request approved:	<i>Signature</i> <i>Flinders NT Staff</i>	
Confirmation Sent:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Unavailable email sent:	Yes <input type="checkbox"/> No <input type="checkbox"/>	