



ADA House - Ellie J Ladner Lecture Theatre - Hire Rates and Information

- ◆ All rates shown are for commercial hire. Non-profit organisations attract a 50% discount to room hire charges.
- ◆ There will be no hire charge for affiliated societies' evening meetings for 1-2 hours only – where no fee is charged to attendees.
- ◆ GST is included in all fees.

	Morning 9am-1pm	Afternoon 1pm-6pm	All Day 9am-6pm	Evening 6pm-10pm
LECTURE THEATRE	\$150	\$150	\$265	\$150
SEMINAR ROOM	\$85	\$85	\$150	\$85
BOTH ROOMS	\$200	\$200	\$350	\$200

LECTURE THEATRE:

Basic Audiovisual Package (All or Part) Dual slide projectors, whiteboard, flipchart, overhead projector, lapel microphone.
 \$60 per Half Day/Evening \$85 per Full Day
 (\$15 for Affiliated Society short meetings)

SEMINAR ROOM:

Basic Audiovisual Package (All or Part) Dual slide projectors, whiteboard, flipchart, overhead projector.
 \$40 per Half Day/Evening \$60 per Full Day
 (\$15 for Affiliated Society short meetings)

Data/Video Projector: **This is only available in the Lecture Theatre – A Laptop Computer is not provided.**
 \$175 per Half Day/Evening \$290 per Full Day
 (\$30 for Affiliated Society short meetings)

PLEASE NOTE: An audiovisual technician is not on the premises.

- ◆ **Audiovisual Agreement:** It is the responsibility of the hirer to be liable for any loss or damage to items of audio-visual equipment.
- ◆ **Catering:** All arrangements with caterers are subject to a separate agreement (and costs) between the hirer and the caterers. If caterers are used, their contact details must be provided on the booking form. Prepared food may be brought on to the premises and the kitchen may be used, provided it is left clean and hygienic. We are unable to accept deliveries on your behalf for food and beverages for your event. Please ensure that Caterers are aware that deliveries are to be made to the ground floor lecture theatre and not ADA reception and that they have a contact name and are aware of any specific requirements you may have. This will prevent your deliveries being confused with any ADA deliveries or being returned by mistake. **Cutlery and crockery – please let us know prior to your event how many people (80 max) you are catering for and we will ensure that amount of crockery and cutlery is available** or alternatively, you may choose to hire it from the catering company. Additional furniture, catering equipment (ie. crockery, cutlery, table linen) and audiovisual equipment etc are hired from external sources at hirer's own expense.
- ◆ **Room Set Up:** If you require tables and chairs to be set up in an alternate layout beforehand, a fee of \$25 is payable. A further \$25 is payable for reinstatement to the usual layout (no concessions available).
- ◆ **Cleaning:** All cleaning is the responsibility of the hirer. **All food scraps and rubbish must be removed**, and the kitchen bin and fridge to be left empty. All rubbish / rubbish bags to be placed in the four green wheelie bins in the car park at the front of the building. NB: If cleaning is not carried out to the satisfaction of the ADA (WA) the following additional charges for cleaning will apply – Lecture Theatre \$40, Seminar Room \$30, Kitchen \$25.
- ◆ **Parking:** A limited amount of parking (20 spaces) is available on site during working hours. Please ensure that delegates attending your event are aware of the parking restrictions at ADA House (ie. not to park in marked bays) and the alternative parking arrangements should parking at ADA House be unavailable (public car park located in Mayfair Street, off Outram Street). Failure to comply with our parking policy will result in us interrupting your event to request delegates to move their vehicles.
- ◆ **Security Agreement:** The hirer is responsible for the building security and for the return of keys. Procedure for the collection and return of keys will be explained to you when booking the Lecture Theatre. Any additional security costs incurred as a requirement of the ADA (WA) will be the responsibility of the hirer.

In the event of any dispute over hire terms or additional charges imposed for cleaning, security or for any other reason, the decision of the Executive Committee of the WA Branch of the Australian Dental Association (Inc) will be final.

For further information and bookings please contact:

ADA WA Reception Staff
 Tel: (08) 9211 5600
 E-mail: adawa@adawa.com.au

Australian Dental Association (WA Branch) Inc
 54–58 Havelock Street, West Perth WA 6005
 Tel: (08) 9211 5600 Fax: (08) 9321 1757

For After Hours Emergencies please call: Dr David Hallett 0427 514 616 or Dr Jenny Ball 0419 044 549

Booking Form Overleaf →

LECTURE THEATRE BOOKING FORM

ADA House - Ellie J Ladner Lecture Theatre, 54-58 Havelock Street, West Perth WA 6005 Tel: 08 9211 5600

Please fax or email this completed form to ADA WA Branch Inc

Fax: 08 9321 1757 Email: adawa@adawa.com.au

Name of Contact Person:		
Company/Association or Person Responsible for Payment of Invoice:		
Address:		
Phone: (WK)	(A/H)	Fax:
Email:		
Event Date:		Today's Date:
IMPORTANT - SECURITY:		
1. What time do you require access to the building: FROM am/pm TO am/pm		
2. Do you require entry doors programmed to stay open for a set time to allow a large number of attendees to arrive? OPEN am/pm CLOSE am/pm		
<i>Please note that for security reasons a responsible person must be present in the Lecture Theatre at the time the doors are set to open.</i>		
Number of Attendees at Function (Maximum 80):		
Duration of Function (approximate hours):		
Your Caterer's Name and Contact Details (if applicable):		
Amount of Cutlery & Crockery Required (if applicable - maximum 80):		
ADA WA Affiliated Societies Only: Is a fee being charged to Attendees? YES / NO		

Please enter fee payable for applicable session time:

SESSION	MORNING 9am-1pm	AFTERNOON 1pm-6pm	ALL DAY 9am-5pm	EVENING 6pm-10pm
Lecture Theatre	\$	\$	\$	\$
Seminar Room	\$	\$	\$	\$
Both Rooms	\$	\$	\$	\$
Basic Audiovisual Package	\$	\$	\$	\$
Data/Video Projector	\$	\$	\$	\$
TOTAL FEE PAYABLE	\$	\$	\$	\$

AUDIOVISUAL AGREEMENT (Please sign if hiring audiovisual equipment)

I agree to accept responsibility for any damage to our loss of any items of audiovisual equipment as stated on the attached **ADA House - Ellie J Ladner Lecture Theatre - Hire Rates and Information** document dated **April 2018**.

Signed: Print Name:

Date:

SECURITY AGREEMENT (must be signed)

I accept the terms as set out on the attached **ADA House - Ellie J Ladner Lecture Theatre - Hire Rates and Information** document dated **April 2018** and agree to abide by them. I agree to reimburse ADA (WA Branch) Inc for any expenses incurred as a result of hiring the premises. I agree to be responsible for all building security and for the return of keys on conclusion of the hire as stated on the abovenamed document.

Signed: Print Name:

Date: