

SCHI Facilities Hire – Events, Conferences, Training (External)

Facilities hire enquiries | event requirements | booking form | quote

Booking information		
Booking Enquiries	Contact:	Kimberley George
	Position:	SCHI Business Advisor
	Phone:	(07) 5202 3017
	Email:	SC-SCUH-SCHI-Events@health.qld.gov.au
Event Details	Event name:	
	Event date:	
	Event time/s:	
	Duration:	
	Pax:	
Event Contact	Event contact:	
	Organisation:	
	Phone:	
	Mobile:	
	Email:	
	ABN/ ACN:	
	Mailing/ billing address:	
Venue hire information		
FACILITIES FOR HIRE:		
Auditorium	<ul style="list-style-type: none"> 370 seat auditorium with adjacent indoor and outdoor spaces suitable for catering and trade displays equipped with state of the art audio visual capabilities allows user to connect with their own external device for presentations (Apple devices are not currently supported) 	
Lecture Theatres	<ul style="list-style-type: none"> two lecture theatres seating 75 people each can be opened up to create one large 150 seat space equipped with audio visual capabilities including dual large screens in each theatre (4 in total for combined space) allows user to connect with their own external device for presentations (Apple devices are not currently supported) 	
Multipurpose Teaching Rooms	<ul style="list-style-type: none"> multipurpose teaching rooms seating 30 or 36 people equipped with kite tables arranged in groups (6 in total) podium presentation PC with 6 individual PC screens surrounding the room (for breakout group work) 	
Clinical Demonstration Classrooms	<ul style="list-style-type: none"> two practical education spaces accommodating 30 or 36 people can be opened up to create one large space benches with drafting chairs and 6 patient beds available 	

Fee schedule

Where hire is for:

- external commercial use; or
- use by an external not for profit organisation

the following hire rates apply.

HOURLY HIRE RATES:

Venue	PAX	Half day rate: Commercial use	Full day rate: Commercial use	Half day rate: External NPO ***	Full day rate: External NPO ***
Auditorium	370	\$ 750	\$ 1500	\$ 500	\$ 1000
Lecture Theatre	75	\$ 250	\$ 500	\$ 200	\$ 400
Lecture Theatre 1 & 2 combined	150	\$ 400	\$ 800	\$ 300	\$ 600
Multipurpose Teaching Room **	30/36	\$ 100	\$ 200	\$ 75	\$ 150
Clinical Demonstration Classroom	30	\$ 200	\$ 400	\$ 150	\$ 300
Clinical Demonstration Classroom 1 & 2 combined	60	\$ 250	\$ 500	\$ 200	\$ 400

** Multipurpose Teaching Rooms are only available for hire in conjunction with a booking for another space.

*** NPO is defined as per the ATO definition: An NFP organisation is an organisation that is operating for its purpose and not for the profit or gain (either direct or indirect) of its individual members. Refer to the [ATO website](#) for further information.

Additional Fees:

- Use of the foyer area and breakout spaces external to the Auditorium and Lecture Theatre/s will incur an additional charge of \$300 per booking.
- Trade displays will incur an additional charge to be negotiated at the time of booking.
- The Wishlist Foundation organise catering and provide event support. Event support incurs an additional charge of \$100/hr (minimum 4 hours) outside of business hours (8.00am to 4.00pm Mon – Fri) and weekend bookings. Catering charges are not included in the quote below.
- Basic AV support can be provided inside of business hours (8.00am to 4.00pm Mon – Fri). Highly technical/ production level AV support or basic AV support outside of business hours and on weekends can be arranged and will incur an additional charge (to be determined).

Notes:

- The half day rate is for a 4 hour period.
- The full day rate is for a maximum of 10 hours.
- Please advise of any special requirements in the section below.

FACILITIES HIRE/ EVENT QUOTE:

Venue:	Day/s required:	Times required:	Rate:	Total:
Event support (if applicable):				
Special requirements:				
			TOTAL:	

Event requirements**CATERING OPTIONS:**

Please tick which option/s you would prefer and Wishlist will provide a quote.

	Continental Breakfast <i>(Includes tea, coffee and juice)</i>
	Hot Breakfast <i>(Includes tea, coffee and juice)</i>
	Morning Tea or Afternoon Tea <i>(2 food items per person, per break; includes tea, coffee and juice)</i>
	Lunch Buffet, Sandwich and Salad Bar <i>(Includes tea, coffee and juice)</i>
	Dinner Buffet <i>(Includes tea, coffee and juice)</i>
	Dinner Seated 2 Course
	Dinner Seated 3 Course
	Light refreshments and beverages
	Light refreshments only
	Beverages only
	Water made available
	Other – please describe:

NUMBER OF PERSONS:**ADDITIONAL REQUIREMENTS | SPECIAL REQUESTS:**

Please describe in as much details as possible.

Stationary	
AV requirements	
Equipment	
Other	

Administration use only

Billing to:	Client	<input type="checkbox"/>	Wishlist	<input type="checkbox"/>
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SUNSHINE COAST HEALTH FOUNDATION