

Creating a room booking at South West Community Centre

Before requesting a room booking, please refer to the Terms and Conditions and Hire Classification documents on the centre's webpage. Please note that we require a minimum of 7 days' notice for all future bookings.

Change the date and area on the left if applicable.

DATE SELECTION

◀ December 2015 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SELECTION

Expand All | Collapse All

- [+] City Library
- [+] Hutt Street
- [+] North Adelaide Community Ctr
- [-] South West Community Centre
 - South West Community Center - Open Space
 - South West community Center - Meeting room
- [+] Box Factory
- [+] Minor Works Building

Tick the time slots you wish to book. Please ensure setup and pack down times are included.

Day
Week
Month





TIME SELECTION

[Please include set up and take down times.]

Select	Time	Status
<input type="checkbox"/>	9:00 AM-9:30 AM	OPEN
<input type="checkbox"/>	9:30 AM-10:00 AM	OPEN
<input type="checkbox"/>	10:00 AM-10:30 AM	OPEN
<input type="checkbox"/>	10:30 AM-11:00 AM	OPEN
<input type="checkbox"/>	11:00 AM-11:30 AM	OPEN
<input type="checkbox"/>	11:30 AM-12:00 PM	OPEN
<input type="checkbox"/>	12:00 PM-12:30 PM	OPEN
<input type="checkbox"/>	12:30 PM-1:00 PM	OPEN
<input type="checkbox"/>	1:00 PM-1:30 PM	OPEN
<input type="checkbox"/>	1:30 PM-2:00 PM	OPEN
<input checked="" type="checkbox"/>	2:00 PM-2:30 PM	OPEN
<input checked="" type="checkbox"/>	2:30 PM-3:00 PM	OPEN
<input type="checkbox"/>	3:00 PM-3:30 PM	OPEN
<input type="checkbox"/>	3:30 PM-4:00 PM	OPEN
<input type="checkbox"/>	4:00 PM-4:30 PM	OPEN
<input type="checkbox"/>	4:30 PM-5:00 PM	OPEN
<input type="checkbox"/>	5:00 PM-5:30 PM	OPEN

Continue
Home

Fill out each field in the Room Booking form. Read the Key Information before continuing.

Branch:	South West Community Centre				
Room Name:	South West Community Center - Open Space				
Date(s):	10/12/2015				
Key Information:	Key Information Please read the following documents before placing any bookings:				
	 Room Hire Terms and Conditions		 Terms & Conditions		
	Which Hire Classification am I?				
	Room Name	Room Photo	Community Groups	Business Commercial	Private Use
	Meeting Room		Free of charge	\$35 per hour	\$22 per hour
	Open Space		Free of charge	\$35 per hour	\$22 per hour
Meeting Times:	Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time	
	2:00 PM	2:00 PM ▼	3:00 PM ▼	3:00 PM	
*Number of Attendees :	<input type="text"/>				
*Name of Organisation/Group:	<input type="text"/>				
*What is the purpose your booking - please provide full details:	<input type="text"/>				
*Contact Person:	<input type="text"/>				
*Contact Number:	<input type="text"/>	Extension:	<input type="text"/>		
*Address1:	<input type="text"/>				
*Suburb:	<input type="text"/>				
*Postcode:	<input type="text"/>				
*Email:	<input type="text"/>				
Any special requirements? (i.e. accessibility, designated wheelchair accessible toilets):	<input type="text"/>				
*Will you be charging a fee?:	<input type="radio"/> YES <input type="radio"/> NO				

Fill out Public Liability Insurance information, including expiry date of current insurance if relevant:

Do you Have current Public Liability Insurance? (please note if you are not able to provide public liability insurance, your booking may incur an extra fee):	<input checked="" type="radio"/> YES <input type="radio"/> NO
if you have a current Public Liability Insurance. Please enter the expire date. :	<input type="text" value="14/04/2016"/>

Refer to the documents at the top of the Room Booking form to read the Terms and Conditions, and to determine which classification your group falls under:

*Have you read and understood the Room Hire Terms and Conditions?:	<input checked="" type="radio"/> YES <input type="radio"/> NO
*Select a classification:	<input type="radio"/> Community Groups/ACC <input type="radio"/> Private Use <input checked="" type="radio"/> Business/Commercial

Tick any optional items that you require, and click the **Verify Request** button.

OPTIONAL ITEMS:

The following are items that are available upon request for the selected room. This does not guarantee that the requested item(s) will be available. We will make every attempt to reserve the requested item(s).

Select Item	Qty	Select	Item	Qty
<input type="checkbox"/> Kitchen	1			

* = Required Field

[Verify Request](#)
[Back](#)

Check all details, including room cost if applicable, before clicking [Submit Request](#).

You have requested the following:

[Review Info and Submit to Finish](#)

Room Name:	South West Community Center - Open Space			
Date(s):	Thursday, 10 December 2015			
Meeting Times:	Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time
	2:00 PM	2:00 PM	3:00 PM	3:00 PM
Number of Attendees :	5			

Contact Information	
Name of Organisation/Group:	ABC Ltd.
What is the purpose your booking - please provide full details:	Meeting
Contact Person:	John Smith
Contact Number:	8200 0000
Address:	72 Smith Street
Suburb:	Adelaide
Postcode:	5000
Email:	j.smith@email.com
Any special requirements? (I.e. accessibility, designated wheelchair accessible toilets):	
Will you be charging a fee?:	NO
Do you have current Public Liability Insurance? (please note if you are not able to provide public liability insurance, your booking may incur an extra fee):	YES
if you have a current Public Liability Insurance. Please enter the expire date. :	14/5/16
Please select the event type:	Meeting
Will the event be alcohol free:	YES
Have you read and understood the Room Hire Terms and Conditions?:	YES
Room Cost:	\$22.00 Fee

Please verify that the information is correct. Use the browser Back button to go back and make changes or click the Submit Request button to complete the reservation process.

[Submit Request](#)
[Cancel](#)

You will see a confirmation screen, and an email will be sent to verify that the request has been received.

The status of the booking is Approval Pending and will be updated within 3 business days.