

Creating a room booking at Box Factory 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.

Choose the date and the room you would like to book on the left hand side of the screen. The example below shows a booking for 24th November 2015 in Box Factory Community Centre – Carrington Room.

| DATE SELECTION | | | | | | |
|----------------|-----|-----|-----|-----|-----|-----|
| November 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 | | | | | |


















| SELECTION |
|---|
| Expand All Collapse All |
| [+] City Library |
| [+] Hutt Street |
| [+] North Adelaide Community Ctr |
| [+] South West Community Centre |
| [-] Box Factory |
| Box Factory Community Center - Carrington |
| Box Factory Community Center - Halifax |
| Box Factory Community Center - Regent |
| Box Factory Community Center - McLaren |
| Box Factory Community Center - Hurtle |
| [+] 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.] | | |
| Box Factory Community Center - Carrington on 24/11/2015 | | |
| Select | Time | Status |
| <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 |
| <input type="checkbox"/> | 5:30 PM-6:00 PM | OPEN |
| <input type="checkbox"/> | 6:00 PM-6:30 PM | OPEN |
| <input type="checkbox"/> | 6:30 PM-7:00 PM | OPEN |
| <input type="checkbox"/> | 7:00 PM-7:30 PM | OPEN |
| <input type="checkbox"/> | 7:30 PM-8:00 PM | OPEN |
| <input type="checkbox"/> | 8:00 PM-8:30 PM | OPEN |
| <input type="checkbox"/> | 8:30 PM-9:00 PM | OPEN |
| <input type="checkbox"/> | 9:00 PM-9:30 PM | OPEN |
| <input type="checkbox"/> | 9:30 PM-10:00 PM | OPEN |
| <input type="checkbox"/> | 10:00 PM-10:30 PM | OPEN |
| <input type="checkbox"/> | 10:30 PM-11:00 PM | OPEN |

Click the **Continue** button.

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

| Branch: | Box Factory | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|----------------------|------------------------|--------------------|------------------|----------------------|---------------------|-------------|------------|---|----------------|---------------|---------------|----------|---|----------------|---------------|---------------|--------|---|----------------|---------------|---------------|---------|---|----------------|---------------|---------------|--------|---|----------------|---------------|---------------|
| Room Name: | Box Factory Community Center - Carrington | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date(s): | 16/12/2015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Key Information: | Key Information Please read the following documents before placing any bookings: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Room Hire Terms and Conditions </div> <div style="text-align: center;">  Which Hire Classification am I? </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffff00;"> <th>Room Name</th> <th>Room Photo</th> <th>Community Groups</th> <th>Business Commercial</th> <th>Private Use</th> </tr> </thead> <tbody> <tr> <td>Carrington</td> <td></td> <td>Free of charge</td> <td>\$20 per hour</td> <td>\$10 per hour</td> </tr> <tr> <td>Hallifax</td> <td></td> <td>Free of charge</td> <td>\$35 per hour</td> <td>\$22 per hour</td> </tr> <tr> <td>Regent</td> <td></td> <td>Free of charge</td> <td>\$45 per hour</td> <td>\$32 per hour</td> </tr> <tr> <td>McLaren</td> <td></td> <td>Free of charge</td> <td>\$35 per hour</td> <td>\$18 per hour</td> </tr> <tr> <td>Hurtle</td> <td></td> <td>Free of charge</td> <td>\$40 per hour</td> <td>\$22 per hour</td> </tr> </tbody> </table> | | | | Room Name | Room Photo | Community Groups | Business Commercial | Private Use | Carrington |  | Free of charge | \$20 per hour | \$10 per hour | Hallifax |  | Free of charge | \$35 per hour | \$22 per hour | Regent |  | Free of charge | \$45 per hour | \$32 per hour | McLaren |  | Free of charge | \$35 per hour | \$18 per hour | Hurtle |  | Free of charge | \$40 per hour | \$22 per hour |
| | Room Name | Room Photo | Community Groups | Business Commercial | Private Use | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Carrington |  | Free of charge | \$20 per hour | \$10 per hour | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Hallifax |  | Free of charge | \$35 per hour | \$22 per hour | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Reservation Start Time | Meeting Start Time | Meeting End Time | Reservation End Time | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5:30 PM | 5:30 PM ▼ | 6:30 PM ▼ | 6:30 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 style="height: 30px;" 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 style="height: 30px;" 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 'Which Hire Classification am I?' document under the **Key Information** section to clarify which classification you are:

| | |
|--|---|
| *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 |

Click the **Verify Request** button.

You have requested the following:

Review info and Submit to Finish

| | | | | |
|-----------------------|---|--------------------|------------------|----------------------|
| Room Name: | Box Factory Community Center - Carrington | | | |
| Date(s): | Wednesday, 16 December 2015 | | | |
| Meeting Times: | Reservation Start Time | Meeting Start Time | Meeting End Time | Reservation End Time |
| | 5:30 PM | 5:30 PM | 6:30 PM | 6:30 PM |
| Number of Attendees : | 4 | | | |

| Contact Information | |
|--|-------------------|
| Name of Organisation/Group: | ABD Ltd. |
| What is the purpose your booking - please provide full details: | Meeting |
| Contact Person: | John Smith |
| Contact Number: | 8200 0000 |
| Address1: | 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: | \$20.00 Fee |
| <small>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. (Place Holder - fixed Reservation message - System Messages)</small> | |
| <input type="button" value="Submit Request"/> <input type="button" value="Cancel"/> | |

Check all details, including room cost if applicable, before clicking **Submit Request**.

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

If you have indicated your group has Public Liability please forward an electronic copy to the relevant Community Centre for their records.

The status of the booking is Approval Pending and will be updated within 5 business days.