The Pivot Institute has an attractive and well equipped RiverView Training and Conference Room available at our premises in Level 4, 231 Adelaide Terrace Perth 6000.

The main features of this facility are:

- Luxury venue with good capacity and considerable flexibility to accommodate up to:
  - 40 people in ‘theatre’ style seating
  - 30 in ‘work groups’ layout (e.g. 5 tables of 5 people);
  - 14 in ‘boardroom’ format (e.g. around a long table);
  - 20 people in an open U layout

- Separate ‘bistro style’ break out area
- Equipment that can be provided includes; standard whiteboard, Data projector, TV monitor and flip chart.
- Tea and coffee can be arranged
- Catering can be arranged through The Pivot Institute for provision of morning teas, afternoon teas and light lunches at a reasonable cost from the local catering firm. Advanced notice of preferably 2 days is required. Alternatively your guests may wish to visit one of the numerous quality restaurants within walking distance.
- Photocopying and printing services can be provided at competitive rates. Reception Service can be provided at a minimal change.
- Telephones: A phone is available in the room.
Room Hiring Rates

There are two rates of hire currently in operation:

- **Rate A** – Applies **Monday to Friday**, from 8.30 am to 5.30 pm ½ Day $300 or a full Day $400
- **Rate B** – Applies **Monday to Friday**, from 5.30 pm to 4 am ½ Night $400 or a full Night $500
- **Rate C** – Applies **Friday to Sunday**, from 5.30 pm to 6.00 pm; and also on Public Holidays ½ Day $500 or a full day $600 (includes costs of caretaker to open, close, set alarms etc outside normal hours).
- An hourly rate of **$100** will be charged between **Monday to Friday** from 8.30 am to 5.30 pm.
- An hourly rate of **$150** will be charged between **Friday to Sunday** from 5.30 pm to 6.00 pm.

To Make a Booking:

- It is advisable to call and confirm availability of the training room for the dates you require before completing the booking form.
- Bookings must be confirmed by completed Booking Form (attached) to be received at least 12 working days before first day of hire – this is essential if you require us to arrange catering.
- Booking form must indicate the nature of the proposed activity.
- Return the completed signed form to:
  
  Elaine Wong  
  The Pivot Institute  
  Level 2, 231 Adelaide Terrace  
  Perth WA 6000  
  Tel: 1300 354 309  
  Fax: (08) 9221 1903  
  Email: riverview@pivot.edu.au

Conditions of Use of Room

The applicant’s signature on the booking form constitutes agreement by the user to comply with the following conditions:

- to restrict use of the building to the areas specified in the booking
- to vacate the premises by the time specified in the booking
- to comply with all reasonable requests made by staff of The Pivot Institute
- to leave the areas used in a clean and tidy condition
- to make good any loss or damage relating to or resulting from the hire, including any extra cleaning
- to comply with the non smoking requirements in all internal areas of the building and the external frontage / entrance area on Adelaide Terrace
- to pay all hire and other charges associated with the hiring agreement within 14 days of invoice rendered by The Pivot Institute (including applicable GST charges)

Cancellations: 50% fee applies if cancelled within 10 working days prior to the date.
100% fee applies if cancelled within 5 working days prior to the date.
Training & Conference Room Booking Form

We request to book the Pivot RiverView Room in accordance with details provided in this form and subject to the terms and conditions of hire as set and advised by Pivot RiverView Room.

Dates & Times of Hire (including set-up and clean-up times)

1. Single Event or Activity Hire

Date:……………………. Day……………………. Number of Participants:…………………………

Time In:………………….am/pm  Time Out:…………………..am/pm

2. Multiple Event or Activity Hire

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<thead>
<tr>
<th>Date</th>
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Type of Event or Activity: …………………………………………………………………………………………………………………………………………………

Name of organisation: ………………………………………………………………………………………………………………………………………………………

Street Address: ………………………………………………………………….Postcode:………………

Postal Address: …………………………………………………………………Postcode:………………

Contact Name: ………………………………………………………………………………………………………………………………………………………

Phone: ( )……………………… Fax: ( )……………………… Email:………………………….

Room Layout:

□ Chairs in Theatre Style  □ Tables in open-ended U  □ Boardroom Table
□ Separate working group tables (…………tables of…………people each)

Facilities and Equipment

□ Whiteboard on wheels (included in room hire rate)
□ TV Monitor for PowerPoint presentation (included in room hire rate)
□ Data Projector and screen ($150 per day)
□ Telephone access for local calls (call charges apply)
□ Flip Chart and paper ($25 per day)
□ Other:…………………………………………………………………………………………………………………………………………………………...
Catering
☐ I do not require any catering
☐ I would like to discuss options and prices to obtain catering via The Pivot Institute for:
  ☐ Morning Tea for ..................people on ......................Time:.....................
  ☐ Afternoon Tea for ..................people on ......................Time:.....................
  ☐ Light Lunch for ..................people on ......................Time:.....................

Special dietary or other requirements: ........................................................................
........................................................................................................................................

Reception Service (e.g. for greeting and signing in; handing out name tags, conference materials etc).
☐ I do not require use of the reception service
☐ I would like to use the Reception Service, as follows;
........................................................................................................................................
........................................................................................................................................

Photocopying & Printing Service
☐ I do not require use of the photocopying and printing service
☐ I would like to use the photocopying and printing service, as follows;
........................................................................................................................................
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Deposit
A 20% deposit required to confirm your booking. This payment can be made by Credit Card.

Payment
Remaining amount will be charge 1 Day before the priority booking date. This payment can be made by Credit Card.

How did you hear about us?
☐ Newspaper (please specify) .........................................................................................
☐ Web site (please specify) .............................................................................................
☐ Other (please specify) .................................................................................................
### PAYMENT DETAILS FOR DEPOSIT

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Signed:.................................................................Date:.........................

Please fax or scan a completed form to Email: riverview@pivot.edu.au
Fax: 08 9221 1903

The Pivot Institute
Level 2, 231 Adelaide Terrace
Perth WA 6000
Ph: 08 9221 1803   Fax: 08 9221 1903
Email: riverview@pivot.edu.au
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