

TRI Event Brief

Please use the below form to confirm the details for your upcoming event at TRI. Completed forms, along with a copy of your program/runsheet, should be returned to events@tri.edu.au **at least 10 business days prior** to your event date.

Contact Details for the Event Organiser

This is the person responsible for delivering the event, who will be responsible for any costs incurred and for ensuring the event spaces are left in a satisfactory state.

Name _____ Work Phone _____

Email _____ Mobile Phone _____

Event Details

Event Name _____

Event date/s _____ Event timings _____

Purpose _____

Number of attendees (registered or expected) _____ Number of TRI cardholders attending _____

Number of event staff _____ Number of presenters _____

Venue/s (for in person events) Auditorium Atrium Room 2003 Room 2004
 Foyer Belvedere Boardroom Breezeway

Will the event be: In person only Online only Hybrid

Additional services

Security services	<input type="checkbox"/> Yes <input type="checkbox"/> No	Security services are required for events with over 50 attendees on a weekend day. We will invoice you for Security services depending on the type of event and the number of attendees. Please email events@tri.edu.au for information.
Parking bays	<input type="checkbox"/> Yes <input type="checkbox"/> No	A maximum of 2 parking bays are available for use for each event from 8am to 5pm, (subject to availability). Please complete the Parking details table on page 3.
Event promotion	<input type="checkbox"/> Yes <input type="checkbox"/> No	Some events can be promoted through the TRI Weekly Newsletter and on our internal screens. Please email events@tri.edu.au for information.
Tours	<input type="checkbox"/> Yes <input type="checkbox"/> No	All tours, including entry to laboratory, must be approved by C&M and WH&S prior to the event. A permit and floorplan of the level your tour will be on will need to be completed.
Filming	<input type="checkbox"/> Yes <input type="checkbox"/> No	All filming, including entry to laboratory, must be approved by C&M and WH&S prior to the event. A permit and floorplan of the level your filming will be on will need to be completed.

Audio visual requirements

Each of our event spaces have a variety of IT and audio visual equipment available.

Do you require AV support for this event? Yes No

If you ticked yes, please use the 'TRI Audio Visual Support Request' form to submit your AV requirements.

Event requirements

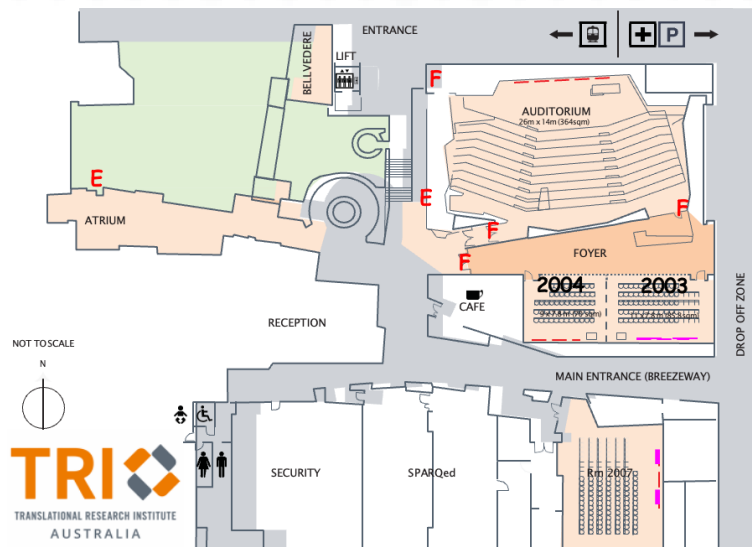
We have a number of items that can be provided as a part of your booking. Please advise if you require any of the below by using the drop down for each item:

Large Trestle Table (2.5m x 75cm)	Medium Trestle Table (1.8m x 75cm)	Medium Trestle Table (1.8m x 60cm)	Large White Tables (1.8m x 75cm)
Large Wooden Tables (1m x 2m)	Small Wooden Tables (1.2mx 80cm)	Dry bar tables (60cm W x 111cm H)	White Boards
A4 Sign holders on stands	2 seater couch (1.45m x 75cm)	1 seater couch (75cm x 75cm)	Poster Boards (1.8m x 1.73m)
Black tablecloth (1 available per event)			

Please specify where you would like your equipment located (e.g. couches on Auditorium stage, trestle tables in Atrium).

It is the Event organiser's responsibility to ensure that all rooms and event spaces are returned to their original condition and that all waste is disposed in the provided waste bins. Failure to do so will incur a cost.

TRI Level 2 Floor Map



Please note that only the items indicate in this Event Brief will be provided. We kindly request that any additional items required be communicated **at least 10 business days prior to your event.**

Catering details

Please advise if you will have any catering, either self-catered or provided by an external supplier. This will allow us to book the necessary cleaning and waste disposal services required for your event.

Catering company		
Contact number		
Contact email		
Catering times	Breakfast Morning Tea Lunch	Afternoon tea Canapes/Networking
Do you intend to apply to serve alcohol at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	All events serving alcohol must have approval from the Chief Executive Metro South Health/MSH Delegate. Please ensure you complete and return an ' Application for the consumption of alcohol on TRI premises ' at least 10 business days prior to your event.

Do you require a power supply for your event? Yes No

If you ticked yes, please specify where and what for (e.g. coffee cart, hot water urns, live band):

Please be advised that for safety and regulatory reasons, barbecues, or any equipment that generates smoke are not permitted within the building premises.

Food and drinks are not to be consumed in the Seminar Rooms and Auditorium. Standard cleaning surcharges apply to all catering served in the Auditorium Foyer and events with over 40 attendees on a weekend day.

Parking details

All events taking place at TRI are eligible for two car parks, located at the front of house visitors parking lot. Please complete the below information to request a carpark(s) and note that this is subject to availability.

Drivers full name	Drivers contact phone number	Person and/or event visiting	Date of visit	Est. time of arrival	Est. time of departure	Car number plate

Once availability is confirmed, you will receive the parking permit(s), which allows entry to the car park and includes directions. Please note that all the above information must be provided to process the request.

TRI Terms of Room Hire

- If you are planning on engaging any other third party suppliers please send the details to events@tri.edu.au.
- Please note TRI is primarily a research facility and whilst it has some fantastic meeting and seminar facilities, TRI is not a functions centre and we do not have a dedicated function staff. To ensure your event at TRI runs smoothly, we advise that you should source your own event management or function personnel.
- When booking a venue or space at TRI please ensure your booking period includes time for set up and clean up as entry to the venue is only available during the booked time.
- It is the booker's responsibility to arrange to hire required furniture or equipment and utilise their own or contracted staff to set up and pack up these items. TRI has a number of items available for use as indicated above. Please complete and return this form within the required time frame to ensure items are reserved for your event.
- You may be charged to use some of the services and equipment. Charges are quoted on a case-by-case basis.
- The event owner is responsible for making sure the event space is clean, including:
 - returning all furniture to its original location
 - depositing all waste into the provided waste bins
 - cleaning up all surfaces and spills, and
 - reporting any damage or difficult cleaning to TRI Reception.
 Additional cleaning and additional bins can be arranged through events@tri.edu.au. A penalty cleaning fee may apply if facilities are in an unsatisfactory state upon conclusion of your event and will be charged by the issue of an invoice.
- TRI accepts no responsibility for the theft of, or damages to any of the Hirer's equipment, property, or other items whatsoever including the personal property of persons in the Venue and as such the Hirer is to insure against fire, theft, burglary and all relevant risks, all goods and equipment belonging to the Hirer that are brought to the Venue.
- Please ensure you complete all relevant forms (TRI Event Brief, Alcohol Application, AV Requests etc) as needed at least **10 business days** prior to your event.

I acknowledge that the above details are accurate at the time of submission and that if any details change I will notify TRI immediately.

I acknowledge that changes I make to my event may incur an additional fee.

I acknowledge that any last minute changes or requests may not be able to be accommodated.

All bookings are subject to the TRI Room Hire Terms and Conditions, as outlined in your TRI Room Booking Quote.

Name (please print): _____

Signature: _____ Date: _____