

2025



Facilities Hire

New South Wales Office

SUITE 1, LVL 26, 201 KENT STREET, SYDNEY



Booking Form

Scan or click on this QR Code to submit a booking request



ENQUIRIES

Email us at functions.nsw@surgeons.org
or call us on 02 8298 4500

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Our spaces

BOOKING INFORMATION

Full day hire: 9:00AM - 5:00PM

Half day hire: 4 Hours between 9:00AM and 5:00PM

*Additional charges for access outside of business hours may be applied

*Rooms must be vacated by booking end times

*All room fees will be charged only by full or half day

Venue Hire includes:

- AV system
- Video conferencing capabilities for all platforms
- 1 door person (business hours)
- Air conditioning (business hours)
- Tea and coffee

Disability Access:

- Disabled Access via Kent Street at front of building
- Office is lift accessible
- Disabled/wheelchair bathroom access is available on a different level

Parking is available through Wilson Parking. Please visit their website by clicking the button below for current prices and operating hours.







ROOM RATES

*All prices in AUD inclusive of GST

	Full Day	Half Day
Meeting Room 1	1,250	650
Meeting Room 2	960	625
Meeting Room 3	910	600
Multiple Rooms	2,225	1,290

CAPACITIES

	m ²	 Theatre	 Classroom	 U Shape	 Boardroom
Meeting Room 1	65	45	32	18	20
Meeting Room 1 & 2	105	60	44	28	32
Meeting Room 1, 2 & 3	148	66	54	36	42
Meeting Room 2	40	25	12	10	12
Meeting Room 3	40	20	10	8	10
Meeting Room 2 & 3	80	45	22	18	22



Gallery

MEETING ROOM 1



MEETING ROOM 2



FOYER



MEETING ROOM 3



KITCHEN & CATERING AREA





Terms & Conditions

CHARGES

Bookings will be finalised upon completion of the following:

- Signed Confirmation of Booking;
- Completion of Summary of Booking Details; and
- Payment of Deposit, or provision of Purchase Order Number (Government Departments) where applicable.

The College reserves the right to cancel provisional room holds, without notice where no contact or confirmation has been received by close of business.

Your Event Charge is outlined in the Summary of Booking and is payable as follows:

- A Deposit of 50% of the Event Charge is payable at the time of booking confirmation.
- The remaining 50% of the Event Charge is payable no later than 5 working days before the Event Date.
- All Government Departments are to provide a Purchase Order Number to secure all bookings.
- All invoices are to be paid in full 30 days from processing.
- All charges are listed as inclusive of Goods and Services Tax (GST), unless stated otherwise. You will be responsible for the payment of all GST and any other taxes which might be levied on your booking.

Government Departments / Customers please note:

From 1st January 2021 Purchase Order Numbers will be compulsory for all Government Department Goods and/or services and should only be provided once a valid Purchase Order Number has been received. Failure to provide Purchase Order Numbers may result in cancellation of booking.

CANCELLATION CHARGES

All cancellations must be in writing. Cancellation date will be taken from written confirmation. Cancellation charges will be levied as following for all confirmed bookings:

- Cancellations within 41-60 working days of event date will incur a 10% cancellation charge.
- Cancellations within 21-40 working days of event date will incur a 30% cancellation charge.
- Cancellations within 11-20 working days of event date will incur a 50% cancellation charge.
- Cancellations within 4 -10 working days of event date will incur a 75% cancellation charge AND a minimum 75% of the estimated catering charge.
- Cancellations within 3 working days of the Event Date will result in a 100% cancellation charge AND 100% of the estimated catering charge.

Re-scheduling of events within 20 working days will be classed as a full cancellation and will attract the full cancellation fee. Re-scheduling of events post 20 days from event will incur 50% of the above cancellation fee.

VENUE HIRE TIMES AND ACCESS

The Venue is available for both full and half day hire as follows:

Full Day Hire: 9.00am – 5.00pm (8.30am earliest access)

Half Day Hire: 4 hours between 9.00am and 5.00pm (8.30am earliest access)

Rooms are to be vacated by 5.00pm. We will provide you with access to the Venue 30 minutes prior to the Event Start Time, where possible.

CATERING

All catering, outside of tea and coffee, must be organised by the client (you).

COMPLIANCE WITH COLLEGE POLICIES, PROCEDURES AND REQUIREMENTS

Upon execution of the Letter of Agreement, you agree to comply with all College policies and procedures, and all reasonable directions from the College (including College staff and security personnel, as appropriate).



Terms & Conditions

ATTENDEE LIST

A final attendee list is required 3 working days prior to the Event Date. Failure to supply an attendee list will result in attendees being denied access to the College until a list is supplied.

Groups of 40 people or more are to provide the name and contact details of a host or assistant to coordinate and manage registration. Registration may occur in the reception area of the College or at the entrance to the room. The College does not provide name badges.

CAR PARKING

Car Parking is available through Wilson Parking at the rates and times listed on the Wilson Parking website at the time of parking ticket purchase.

CLIENT CONTACT

You are required to nominate a client representative for the Event, who must be present for the duration of the Event for which the College facility has been booked. The Client Contact will be the liaison between You and the College and will be responsible for matters including but not limited to compliance with statutory safety requirements, and relevant College policies and all other matters relating to the Event Booking.

FORCE MAJEURE

The College shall not be liable for any failure or be in default of this Letter of Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control, including (but not limited to) acts of God, acts of Governmental Authority, embargoes, epidemics, pandemics, war, riots, insurrections, acts of terrorism, fires, explosions, earthquakes, floods, unusually severe weather conditions, labour problems, restrictions on the supply of food and beverages or unavailability of parts, or, in the case of computer systems, any failure in electrical or air conditioning equipment.

BYOD (BRING YOUR OWN DEVICE)

It is advised that all hirers bring their own devices (BYOD) for a seamless experience and to maintain complete control over their data, files, and sensitive information. Your device will need to be compatible with our AV facilities and must meet the necessary technical requirements. Refer to [BYOD Laptop Requirements for Room Hire.pdf](#)

EQUIPMENT USAGE

No audio-visual equipment or other type of staging equipment will be used within the College facilities without prior approval. All venue rooms are fitted with AV equipment for your use. You are permitted to use the AV equipment provided by our facility solely within the designated room and must handle the AV equipment with care and not remove, move, or attempt to disassemble any equipment without prior approval. Any changes or adjustments required for the AV equipment setup must be communicated to our facility's staff for assistance. You will be held responsible for any damages caused to the AV equipment due to negligence or misuse during your rental period.

GUEST WIRELESS AND INTERNET USAGE

You may utilise the guest Wi-Fi provided by our facility for wireless internet connectivity during your use of our AV facilities. The wireless network access is solely for your use during the designated rental period and should not be shared with unauthorised individuals. BYOD devices are strictly prohibited from being physically network connected to our corporate network or any data network port. You may use the guest wireless network for legitimate and lawful purposes within the designated AV facilities. Any unauthorised use of the wireless network, including accessing illegal or inappropriate content, is strictly prohibited. You are responsible for any consequences resulting from your internet usage, including any breach of security or violation of applicable laws.

DATA PRIVACY AND SECURITY

You are solely responsible for the security and privacy of your data and files on your BYOD device while using the guest Wi-Fi. Our facility will not be held liable for any data breaches, loss, or unauthorised access to your data while using the guest Wi-Fi. You should take appropriate measures to ensure the security of your BYOD device, such as using up-to-date antivirus software and strong passwords. For more information regarding RACS Privacy Policy, please refer to: <https://www.surgeons.org/disclaimer-and-privacy#Privacy%20policy>

COMPLIANCE WITH LAWS AND REGULATIONS

You agree to comply with all applicable laws, regulations, and policies while using our AV facilities and the guest Wi-Fi with your BYOD device. You will not engage in any activities that are illegal, violate intellectual property rights, or infringe upon the rights of others.



Terms & Conditions

ROOM CHANGES

In the event of an unforeseeable circumstance the College reserves the right to change room allocations and will always advise the appropriate parties of all changes as they occur.

SMOKING

The College is a fully smoke-free zone. It is your responsibility to ensure your attendees comply with this College policy.

ADVERTISING

The College Coat of Arms is not to be used on any literature or promotional material produced by You without prior written permission from the College.

You will not make any advertisements or statements which imply directly or indirectly that the College endorses or is conducting the Event. No posters or other advertising material will be erected or affixed to the exterior of any College building.

Only free-standing posters or other advertising material is permitted within the College. The placement of such material will be at the discretion of authorised College personnel. Should you need to hang posters or paper, please advise at the time of your booking as walls and windows are not to be used for this purpose. You are not permitted to fix any materials to internal walls of rooms or passageways. You will be responsible for any damage to College property in any way.

INSURANCE

You must arrange for appropriate public liability and property insurance to cover your employees, delegates, third parties and assets as they relate to the Event and the use of the College premises.

INDEMNITY

You will indemnify the College against any claim, loss or damage arising from the Event Booking howsoever arising or caused.

GENERAL USE OF COLLEGE FACILITIES

No smoke or flame-generating devices, including lit candles, may be used within the College facilities.

You are responsible for leaving College premises clean and tidy with the removal of all literature, display or promotional materials brought into the College for the Event by the Event Finish Time. Any additional cleaning or removal of material left behind by You will incur an additional charge.

You are responsible for occupying and vacating the rooms within the Event Start and Finish Time. Additional venue hire fees or labour charges will apply should events or meetings extend beyond the agreed times in the Summary of Booking.

The College reserves the right to change room allocations if necessary. You will be advised as soon as practicable of any room changes.

Children 17 years and under must be accompanied by an adult and not left unattended at any time.

