

UNSW Health Translation Hub

Tenant After-Hours Event Booking Form

To ensure your event runs smoothly, please complete this form if you are hosting an after-hours event at the Health Translation Hub. Please note, the building operating hours are Monday to Friday from 8.00am until 6.00pm.

INSTRUCTIONS

- Email the completed form to katie.lynn@cbre.com.au and ht.h.concierge@egroup.com.au. We will confirm your booking via email within 24 hours.
- Please provide 14 days notice from your event date.
- Please attach additional insurance documentation, if applicable.
- You must adhere to all relevant building rules.

After-Hours Event Details

Tenant name:	
Event manager name:	
Event manager phone:	
Event manager email:	
Event date:	
Event location:	
Event name:	
Please describe the type of event you are hosting:	
Expected number of attendees:	
Event start time:	
Event finish time:	
After-hours air-conditioning required* (minimum 2 hours) Y/N:	
Start time:	
Finish time:	
After-hours ground floor lobby entrance door(s) required to stay open: <i>E.g North High Street revolving door or South Botany Street revolving door.</i>	
Start time:	
Finish time:	
Will you be serving alcohol Y/N: <i>If yes, please provide a liquor licence for the event and ensure everyone serving alcohol has their RSA certification.</i>	
Security Guard required* (minimum 4 hours) Y/N: <i>Please note, for events for over 50 people, if serving alcohol, a security guard is required.</i>	
Start time:	
Finish time:	
After-hours cleaner required* (minimum 4 hours) Y/N:	
Start time:	
Finish time:	

*Provision of security, cleaning and after-hours air-conditioning will incur additional charges. A quote will be provided to you for approval.

Vendor Loading Dock Access

When you have confirmed the vendors who need access to the loading dock, please email the following information to katie.lynn@cbre.com.au and ht.h.concierge@egroup.com.au:

Tenant name	
Tenant contact name	
Tenant mobile	
Vendor company name	
Delivery level	
Loading dock bump in date and time	
Loading dock bump out date and time	
Any special instructions	

Note: the maximum truck height for the loading dock is 4.2m.

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HTH BUILDING MANAGEMENT CONTACT DETAILS

Katie Lynn – Property Manager
katie.lynn@cbre.com.au
0431 227 693

Concierge
hth.concierge@egroup.com.au
0455 195 071

Security (for after-hours contact)
hth.security@egroup.com.au
0427 538 059