

## **Wanaka Community Consulting Rooms – regular and casual and bookings**

The Community Consulting Rooms at Wanaka Lakes Health Centre are increasingly busy and in demand for regular and casual hire. With this in mind and to maximise room availability, we have prepared the following terms and conditions:

### **Cancellation Policy**

Cancellation of a booking with less than one week prior notice will incur a cancellation fee equal to 50% of your standard rental rate.

Full rental rate will be charged for all bookings cancelled within 48 hours.

Rescheduling of a booking to an alternative date, less than one week prior will incur a 20% rescheduling fee.

### **All Day/Half Day**

For invoicing purposes Wanaka Lakes Health Centre advises the following:-

Half Day – a maximum of 4 hours

- Morning 8.30am to 12.30pm
- Afternoon 1pm – 5pm

Full Day – starting at 8.30am

### **Consulting rooms**

A specific consulting room may be requested, and while we will always do our best to accommodate, there may be times when this is not possible. On occasion we may need to use a consulting room located in Wanaka Medical Centre or Aspiring Medical Centre. If this is the case, you will be notified of the adjustment and all patients will be welcomed in our reception area and directed/escorted to your consulting room's immediate reception area.

### **Additional time**

If you are charged on a per patient basis, and use the consulting room for an extended duration of time without patients present, we may charge you an additional casual rental fee.

Please discuss this with us if you require the room for non-patient time or after hours so we can make appropriate arrangements.

### **Linen**

A pillow slip and sheet are included in your rooms booking fee. Additional linen may be hired at an extra charge.

### **Equipment**

Please ask us ahead of time if there is an item in particular you may require. We are able to offer for no additional fee, an extra light source, a computer monitor, cabling, a whiteboard.

If you require a surgical instrument or diagnostic tool, we may be able to arrange hireage from one of our neighbouring medical centres. Please note that any items requiring sterilisation will be charged accordingly and needs to be booked in advance.

### **Medical Waste**

Please advise if any medical waste materials need to be disposed of separately and safely. Our consulting room bins are emptied into the general rubbish skip.

### **Wifi**

Our Wifi is for our tenants only and not for public use, please keep our passwords private.

**Payment terms** Please pay on invoice by 20<sup>th</sup> of the month.