



RACP South Australia **Event Spaces**

257 Melbourne Street, Adelaide, SA

The RACP South Australia and Northern Territory office is nestled amongst clinical private practices and professional businesses in the leafy inner suburb of North Adelaide, at 257 Melbourne Street.

Situated just north of the CBD, this space is convenient and highly appealing – within walking distance to the Women’s and Children’s Hospital, Adelaide Zoo, the River Torrens, St Peter’s Cathedral, the iconic Adelaide Oval, and surrounding parklands. Melbourne Street itself offers a vibrant mix of cafes and is home to the David Roche Gallery which showcases a world-class collection of art and objects.

Featuring three meeting spaces of various sizes and experienced staff to assist, the RACP South Australian and Northern Territory office could be the ideal venue to suit your next meeting requirements.

View the brochure for more details. Enquire via the [online form](#)

We’re happy to guide you with your queries and look forward to welcoming you at our office space soon.



Tarntanya Room

Tarntanya is the Kurna name for the area of Adelaide, meaning 'red kangaroo rock', and refers to its traditional custodians, the Kurna people.

The Tarntanya Room is our largest meeting space.

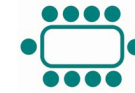
Although this room does not have windows, it compensates with its generous size, flexible configuration and high-quality AV capabilities, making it a highly functional space.

This room can be set up in a range of configurations to suit your meeting or event requirements.

Capacity:

Boardroom

18



U-shape

16



Theatre

48



Workshop

24



Hollow sq.

20



Inclusions

- Video conferencing facilities
- Reconfigurable furniture

Optional extras

Catering services upon request



Access
via lift

Ngooringa Room

Ngooringa is the name for the Sturt's Desert Pea, a wildflower known for its vibrant red flowers. It is also the floral emblem for South Australia.

The entire south-facing wall of the Ngooringa Room is a glass window showcasing a spectacular panoramic view overlooking a leafy suburban vista.

The large window offers an abundance of natural light, creating a sense of bright, spacious comfort whilst appreciating the scenic views. This room also features double blinds meaning the light levels can be controlled to your liking.

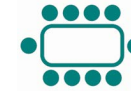
This room can accommodate up to 18 people and be set up in two configurations to suit your meeting or event requirements.



Capacity:

Boardroom

10



Theatre

18



Inclusions

- Videoconferencing facilities
- Reconfigurable furniture

Optional extras

Catering services upon request



Access
via lift

Kandara Room

Kandara means 'kandara root' or 'yam daisy root' spoken by the Kurna people of the Adelaide Plains in South Australia.

The Kandara Room is a warm and inviting meeting room that also features the glass window overlooking the leafy suburban landscape.

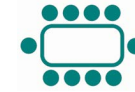
This room has fixed furniture and is permanently set up in a boardroom configuration, accommodating up to four people.

This room also features double blinds meaning the light levels can be controlled to your liking.

Capacity:

Boardroom

4



Optional extras

Catering services upon request



Access
via lift

BOOKING AND AVAILABILITY

Who can book RACP event spaces?

RACP members, specialty societies and associated organisations can book our spaces to hold their member meetings and events. Our spaces are designed to support member meetings and events. Please note that spaces are not available for private functions such as birthdays or weddings.

How do I book an event space at an RACP office?

Please submit your enquiry via the [online form](#).

How far in advance can I make a booking?

We can accept bookings up to 12 months in advance.

Can I book a meeting or event for the weekend?

Yes, subject to availability.

FEES AND SERVICES

Are there any venue hire or service fees?

There is no fee for venue hire, but event services and support may attract additional costs. A local representative can provide further details on any costs involved, depending on your event requirements.

What are the costs and inclusions?

Fees are based on attendee numbers and the duration of your booking. Please refer to the rate card in this brochure.

When and how do I pay for my booking?

Invoices will be issued after your event for any catering and service fees.

What support is provided?

A dedicated representative will coordinate your meeting or event, assisting with room setup, guest arrivals, catering, and technical support.

FOOD AND BEVERAGE

Is catering included in the Event Service Support fee?

No, catering is charged separately at an additional cost. Your local representative can provide tailored catering options to suit your budget.

Can I bring my own food and beverages?

External catering is not permitted on RACP premises, however your local representative can arrange a wide variety of catering options for you.

Can we request alcohol service?

Alcohol may be served at events with prior arrangement - please advise the team to ensure all Responsible Service of Alcohol regulations are followed.

Can dietary requirements be accommodated?

Yes, we can accommodate most dietary requirements. Please discuss your needs when booking so we can provide suitable catering options.

FACILITIES AND EQUIPMENT

What is the room capacity for different setups (theatre, boardroom, workshop)?

For comprehensive capacity charts and room details, please refer to the details in this brochure.

Are video conferencing facilities available?

Yes. All rooms are equipped with Zoom-optimised video conferencing. Your local representative will ensure your meeting is connected seamlessly and provide full technical support as needed.

What audiovisual equipment is included?

Each room offers different audiovisual equipment. Your local representative will recommend the best space to suit your needs.

Is Wi-Fi available for guests?

Yes, complimentary guest Wi-Fi is available.

Is the venue accessible for people with disabilities?

Each RACP venue offers varying levels of accessibility. Please discuss any specific accessibility requirements with your local representative, who can advise on available facilities and support.

RACP Event support service rate card

MONDAY – FRIDAY	Full day rate 8am–5pm (9 hours) GST Inc.	Half day rate 8am–12pm or 1pm–5pm (4 hours) GST Inc.	After hours rate 5pm–9pm (4 hours) GST Inc.
1–15 pax (no events support)*^	\$0	\$0	\$980
1–15 pax (1 Event Coordinator)^	\$500	\$400	\$980
16–30 pax (2 Event Coordinators)	\$800	\$700	\$980
31–60 pax (3 Event Coordinators)	\$1,300	\$1,000	\$1,400
SATURDAY – SUNDAY	Full day rate 8am–5pm (9 hours) GST Inc.	Half day rate 8am–12pm or 1pm–5pm (4 hours) GST Inc.	After hours rate 5pm–9pm (4 hours) GST Inc.
1– 30 pax (2 Event Coordinators)	\$1,280	\$1,120	N/A
31– 60 pax (3 Event Coordinators)	\$2,912	\$2,240	N/A

All rates are quoted in Australian Dollars (AUD) and are inclusive of Goods and Services Tax (GST), unless otherwise stated.

Event Service Support fees apply only where a third party requires RACP staff support to deliver an event within RACP office spaces. The fee supports the safe, compliant, and effective operation of events in accordance with applicable building management requirements, work health and safety obligations, security protocols, and emergency management procedures.

The Event Service Support fee includes the support of a local representative for the duration of the event. The local representative will act as the primary on-site contact, providing on-call support before and during the event, facilitating venue access, room setup and pack-down, managing guest arrival and enquiries, coordinating onsite deliveries, supporting audiovisual and hybrid requirements, and overseeing first aid or emergency evacuations if required.

Standard inclusions also comprise of Wi-Fi access, coffee and tea service, stationery (notepads and pens), presentation aids (flip charts and whiteboards), and access to breakout areas for catering. Catering and non-standard room inclusions will incur additional charges and will be quoted on a case-by-case basis. After-hours and weekend events are subject to surcharges as outlined in the rate card.

All bookings are subject to the terms and conditions of the RACP Event Booking Agreement.

* A meeting of less than 15 pax with no requirements or assistance will only incur a fee for Events Support Service if held during after-hours time period.

^ After hours events during the week require a minimum of two local representatives.