

EcoCentre

Promoting sustainable development
Environmental education
Community engagement

Terms and Conditions for the Hire of the EcoCentre



Tentative Booking

Call or email the EcoCentre to check if the date you require is available. To make a tentative booking, supply your name and contact details, the name of your event, the expected number of attendees and room requirements. For external clients needing catering, also state your catering requirements.

If a tentative booking has not been confirmed two (2) weeks prior to the event date, we will make ONE follow up phone call and send ONE email to determine the outcome of the tentative booking. If our staff cannot contact the event organiser within 48 hours, the tentative booking will be cancelled, and the room made available for other clients.

Confirming your Booking

In order to confirm your booking, you must complete an 'EcoCentre Conference Venue Booking Form' attached to this document. All tentative bookings must be confirmed with a booking form at least two (2) weeks prior to the event date. Internal (Griffith University) and external booking forms should be submitted accordingly. Be sure to fill in all details as accurately as possible, tick the box indicating that you have read, understand and accept the EcoCentre's terms and conditions outlined in this document and fax through to our office. You will receive an email confirmation upon receipt of your booking form.

Holding a half room

The EcoCentre's main conference room can be divided into two smaller half rooms, the red room and the purple room. Clients may hire the full conference room or alternatively a half room at a reduced rate for smaller functions. In the event of booking a half room, the EcoCentre reserves the right to hire out the adjoining half room to another client. If you wish to ensure that the adjoining half room remains empty during your event, you can pay a holding fee as outlined below. Please indicate your preference on the 'EcoCentre Conference Venue Booking Form'.

- Griffith University clients: Full day holding fee \$80; Half day (4 hours) holding fee \$40
- Non-Griffith clients: Full day holding fee \$100; Half day (4 hours) holding fee \$60

Changes to your booking

Any changes that occur with your booking that affect the conditions of the hire of the EcoCentre and its equipment MUST be made aware to EcoCentre staff. Please note that all room changes, including catering, must be made no later than two (2) business days prior to the booked date. Any room or catering changes that occur after this deadline may not be possible or may incur an additional cost.

Cancellation Policy

Tentative bookings not confirmed at least two (2) weeks prior to the event will be followed up with ONE phone call and ONE email. If the booking remains unconfirmed after this point it will be automatically cancelled. **Confirmed bookings that are cancelled within one (1) week of the booked date will incur a cancellation fee.** Cancellation fees are based on the maximum room hire charge booked for the event.

Fee Collection

For external clients, invoices are generated at the end of the month (please insure the correct mailing address is supplied on your booking form). Internal clients will be journaled at the end of each month.

Set up

Room hire includes the set up of the room. Please indicate the seating requirements of your event on your booking form. Any changes to the set up during your event are your responsibility. **To minimise wear or damage to carpets, please do not pull tables or chairs across the floor. Tables and chairs are to be lifted and not dragged. It is requested that every precaution be taken to minimise damage or wear to carpets and furniture.**

Access

Normal operating hours for the EcoCentre are 8.30am to 4.30pm. Bookings which require access to the EcoCentre out of office hours will incur the following surcharges (additional to flat rate room hire charge):

- Evening surcharge (bookings continuing beyond or starting past 5.30pm): \$25 per hour
- Weekend surcharge: \$30 per hour

All bookings are required to nominate an event finish time on the EcoCentre venue booking form. Event finish times **must reflect the time of departure from the EcoCentre (ie. when you walk out the door)**. When nominating your finish time, please allow for time for networking as well as any bump out activities. For events that run more than 30 minutes beyond their nominated finish time, \$25 per additional 30 minutes will be charged. In cases where the venue is needed for other events, the EcoCentre reserves the right to request immediate departure.

Campus Parking

There is no free parking available on Nathan Campus on weekdays between 7.00am and 7.00pm. An all day parking permit can be purchased for \$5.50 from machines at both Kessels Road and Mains Road entrances. Parking is also available on campus at marked bays at a cost of \$1.50 per hour. Please note that there are no hourly parking meters located within close proximity to the EcoCentre. You may pre-purchase all day parking permits at \$5.50 each for your event – please nominate the number of permits required on the 'EcoCentre Conference Venue Booking Form', however permits cannot be purchased individually directly from the EcoCentre on the day of your event. When parking on campus please be sure to read all parking signage, as incorrect parking can result in an on the spot fine of up to \$100. Please also allow for plenty of time particularly in semester teaching periods when carparks are extremely busy.

Carpooling bays have been allocated in Bays E and F of the East Carpark directly adjacent to the EcoCentre. These carpool bays are opened Monday to Friday between 8.00am – 10.00am during semester teaching periods. Entry is gained by displaying a valid parking permit and having two or more occupants in the vehicle. Vehicles containing only a driver will be refused entry, unless they are a presenter or facilitator of an event at the EcoCentre.

In order to access the carpooling carpark for a facilitator or presenter, you must nominate this person prior to your event on the 'EcoCentre Conference Venue Booking Form'. There is a limit of one nomination per event.

Equipment & Property

The cost of room hire includes screen, whiteboard and OHP. Data projector, laptop, flip chart and electronic whiteboard can be hired through the EcoCentre for an additional cost and will be set up by our staff. It is requested that should the whiteboard be used, that it wiped clean at the end of your event. **Please use whiteboard markers only.** Do not use scotch tape or thumb tacks to pin or post material on the walls or glass during your event. Blue tack or buddies may be used. Avoid marking or scratching tables, chairs or walls. **Please do not sit on the tables.** Any damage to the EcoCentre conference rooms or any damage/loss of EcoCentre equipment as a result of wilful destruction or negligence will incur the cost of repair or replacement of affected items. In a case of wilful destruction the client may be prohibited from hiring the EcoCentre for any future events.

Green Event Policy

The EcoCentre promotes a green event policy. As such the use polystyrene and/or non biodegradable products (such as plastic plates and cups) are prohibited at the EcoCentre. The EcoCentre has a stock of mugs and glasses that can be used free of charge for beverages. If you require, the EcoCentre can hire in crockery to service your event. To assist in saving water, it is preferred that event participants use one mug and glass for the duration of the day. The EcoCentre utilises a DOWMUS Biolytic Filter as part of its unique organic waste and wastewater treatment system. The following materials **MUST NOT** be disposed of in drains and/or toilets:

- Feminine hygiene products
- Solvents
- Paints
- Motor oils
- Thinners
- Large amounts of cooking oils or fats

Cleanliness

It is your responsibility to maintain cleanliness of the function rooms and equipment you use.

- Please place all garbage and recyclables (glass, plastic, aluminium and paper, cardboard items) in appropriate bins.
- The kitchen is to be left clean.
- Do not leave any left over food or drink in the fridge.
- If you use the microwave, please wipe over at the end of your event.

Please note that in cases where conference rooms require extensive cleaning by EcoCentre staff following the event, a by-the-hour charge will be applied.

Alcohol

The EcoCentre is not a licensed venue; therefore alcohol can not be sold anywhere on the premises. Alcohol can however be consumed on site, with attention to duty of care and responsible service of alcohol laws.

Fire Safety

No candles, lanterns, smoke devices or flames of any kind are to be lit in the EcoCentre. Smokers are to only smoke on the back loading deck, and butts are to be placed in the bin provided. Evacuation plans are displayed within the EcoCentre, and in the case of a fire our staff will assist and direct you and your participants to the evacuation point.

Co-operation

The EcoCentre is a unique venue and at times there are multiple users of the building, including large groups of school children. Our staff will make every effort to ensure that client's events are not disrupted by others. We appreciate your efforts to respect others also using the EcoCentre.

EcoCentre staff are happy to assist where possible to ensure that the terms are met and that your event runs as smoothly as possible.



Application to hire the Griffith University EcoCentre conference facilities

Event Details:

Date of event: _____ Number of attendees: _____

Event title: _____

Organisation: _____

Primary contact: _____ Phone: _____

Fax: _____ Email: _____

What time do you require access to the EcoCentre? _____

Event start time: _____ Finish time (include time for packing up): _____

Invoice Details:

Invoice contact name: _____

Address: _____

Please indicate requirements:

Hire prices and delegate package options can be found at www.griffith.edu.au/ecocentre or by phoning (07) 3735 7992

Room / Area	Set up required (eg. workshop or theatre)	Audio Visual:	<input type="checkbox"/> I have read & accept the EcoCentre's terms & conditions (please <input checked="" type="checkbox"/>)	
<input type="checkbox"/> Full conference room	Maximum: 120 theatre or 60 workshop	<input type="checkbox"/> Electronic whiteboard	Delegate package	Number of delegates
<input type="checkbox"/> Red room	Maximum: 40 theatre or 25 workshop	<input type="checkbox"/> Data projector		
<input type="checkbox"/> Purple room	Maximum: 40 theatre or 25 workshop	<input type="checkbox"/> Lap top	<input type="checkbox"/> Menu 1	
<input type="checkbox"/> TFEEC room	Maximum: 70 theatre or 30 workshop	<input type="checkbox"/> Internet access	<input type="checkbox"/> Menu 2	
<input type="checkbox"/> Gallery		<input type="checkbox"/> Flipchart	<input type="checkbox"/> Menu 3	
<input type="checkbox"/> Frog pond deck		<input type="checkbox"/> OHP	<input type="checkbox"/> Menu 4	
<input type="checkbox"/> Entire EcoCentre		<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Menu 5	
		<input type="checkbox"/> Screen		

Number of All Day Parking Permits to be pre-purchased: _____ Name of presenter/facilitator to access the carpooling carpark: _____

Comments / Additional Requests:

Office use only

Hire Cost breakdown:

Delegate package	\$
Room hire	\$
AV hire	\$
Parking permits	\$
Surcharge	\$
Sub total	\$
GST	\$
Total	\$

Confirmation: _____ Catering confirmation: _____

_____/_____/_____/_____

Notes:

Please fax this completed page only to **(07) 373 57638**

Invoice request date: _____ Staff: _____