

# 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 three (3) weeks prior to the event date, we will make ONE follow up call and email to determine the outcome of the tentative booking. If our staff cannot contact the event organiser, 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 Venue Booking Form' attached to this document. All tentative bookings must be confirmed with a booking form at least three (3) 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. Upon receipt of your booking form you will receive an email confirmation for your booking.

### Access

Normal operating hours for the EcoCentre are 8.30am to 4.30pm. For bookings which require access to the EcoCentre before or after office hours, please liaise with our staff. Please note that bookings occurring out of office hours may incur additional charges. Any booking to be held on a weekend will incur an \$80.00 surcharge to cover the cost of extra EcoCentre staffing.

It is imperative that the access and finishing times requested on the booking form for an event are accurate. Hirers or guests who arrive at the EcoCentre prior to the requested access time may be denied entry to the hired room(s) until the specific time requested on the event booking form. It is the Hirers responsibility to ensure that the event finishes on time and that guests leave the building on time. Please ensure you have sufficient staff and/or equipment to enable you to vacate, including time to clean-up and bump-out. If EcoCentre staff are required to stay beyond your specified time or are delayed in setting up for proceeding events, you will be charged additional fees accordingly.

### 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 must be made no later than two (2) business days prior to the booked date and catering changes must be submitted 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 three (3) weeks prior to the event will be followed up with 1 phone call and/or email. If the booking remains unconfirmed after this point it will be automatically cancelled. **Confirmed bookings that are cancelled within two (2) weeks of the booked date will incur a cancellation fee.** Cancellation fees are based on the maximum room hire charge booked for the event. Confirmed bookings that are cancelled earlier than two (2) weeks will not incur a cancellation fee.

## **Property and equipment**

EcoCentre venue hire includes the set up of the room. Please indicate the seating requirements of your event on your booking form. If you require changes to the set up during your event, there will be an extra charge or the organiser will be responsible for the changes needed. **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.

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 EcoCentre 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.

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.**

## **Green Conference Policy**

The EcoCentre promotes a green conference policy. It is preferred that you do not use polystyrene or paper cups and plates. The EcoCentre has a stock of mugs and glasses that can be used for beverages. If you require, the EcoCentre can hire in crockery to service your event. To assist in saving water, it is preferred that your participants use one mug and glass for the duration of the day.

## **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.

In cases where rooms require extensive cleaning by EcoCentre staff following the event, a by-the-hour charge will be applied. Carpets and floors do not need to be cleaned unless a major spillage occurs.

## **Alcohol**

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

## **Fire Safety**

No candle, 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 event of a fire our staff will assist and direct you and your participants to the evacuation point.

## **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.

## **Co-operation**

At time there are multiple users of the EcoCentre, including large groups of school children. All efforts to respect others also using the EcoCentre would be appreciated.

**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](http://www.griffith.edu.au/ecocentre) or by phoning (07) 3735 7992  
**All prices are GST Exclusive**

Room / Area	Set up required (eg. workshop or theatre)	Select AV Equipment		Delegate package	Number of delegates
BHP Room 40 theatre or 25 workshop max		Electronic whiteboard		Menu 1	
AUSTA room 40 theatre or 25 workshop max		Data projector		Menu 2	
Full conference room 120 theatre or 60 workshop max		Lap top		Menu 3	
* TFEEC room 70 theatre 30 workshop max		Flipchart		Menu 4	
Gallery		OHP		Menu 5	
* Frog pond deck		Whiteboard		#Custom	
Entire EcoCentre		Screen		* Liaise directly with EcoCentre	
		Other:		I have read and accept the EcoCentre's terms & conditions (please <input checked="" type="checkbox"/> ) <input type="checkbox"/>	

\* Limited availability during school terms

<b>Other requirements / instructions:</b>	<b>How many parking permits to do require?</b>
	_____

**Office use only**

#### Hire Cost breakdown:

Delegate package	\$
Room hire	\$
AV hire	\$
Parking permits	\$
Surcharge	\$
Sub total	\$
GST	\$
<b>Total</b>	<b>\$</b>

Confirmation sent:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Security:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Catering confirmation #:

\_\_\_\_\_

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

Invoice request date:

Staff:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_