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 Conference Venue Booking Form’ available for download on the EcoCentre website. 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. Upon receipt of your booking form you will receive an email confirming your booking details.

Please note
*‘Access to EcoCentre’ refers to the time that organisers would like to arrive prior to the event in order to set up. ‘Start’ and ‘Finish’ refer specifically to the event times.

For example:

Start: 9.00am          Finish: 4.00pm          Access to EcoCentre: 8.30am

**When indicating your room requirement you must complete the ‘Room Style’ which allows our staff to set the room according to your directions prior to the event.
For example:

<table>
<thead>
<tr>
<th>Room</th>
<th>Room set up required</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHP Room</td>
<td></td>
</tr>
<tr>
<td>(35 theatre max)</td>
<td></td>
</tr>
<tr>
<td>Austa Energy Room</td>
<td></td>
</tr>
<tr>
<td>(35 theatre max)</td>
<td></td>
</tr>
<tr>
<td>Full Conference Room</td>
<td></td>
</tr>
<tr>
<td>(120 theatre max)</td>
<td>Workshop style for 45</td>
</tr>
<tr>
<td>TFECC Room</td>
<td></td>
</tr>
<tr>
<td>(70 theatre max)</td>
<td></td>
</tr>
<tr>
<td>Entire EcoCentre</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select AV Equipment</th>
<th>Delegate Package</th>
<th>Number of Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whiteboard</td>
<td>Menu 1</td>
<td></td>
</tr>
<tr>
<td>Data Projector</td>
<td>Menu 2</td>
<td></td>
</tr>
<tr>
<td>Lap Top</td>
<td>Menu 3</td>
<td></td>
</tr>
<tr>
<td>Flipchart</td>
<td>Menu 4</td>
<td></td>
</tr>
<tr>
<td>CD Player</td>
<td>Menu 5</td>
<td></td>
</tr>
<tr>
<td>OHP</td>
<td>Custom</td>
<td></td>
</tr>
<tr>
<td>Whiteboard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have read and understand the EcoCentre’s Terms & Conditions

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 time period 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 to the scheduled booking will not incur a cancellation fee.

For example:
If you had booked the EcoCentre’s full conference room for a half day function and cancelled within the two week period, you would be charged a cancellation fee equal to the Full room/half day hire charge.

Access
Normal operating hours: 8.30am – 4.30pm.
For access to the EcoCentre before or after office hours, please liaise with our staff to arrange the opening and closing of the EcoCentre for the duration of your event. Please note that bookings occurring out of office hours may incur additional charges.

Weekend Surcharge
Any booking to be held on a weekend will incur an $70.00 surcharge to cover the cost of extra EcoCentre staffing.
Set up
Room 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.*

Equipment
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 EcoCentre 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.*

Property
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.*

Damage to EcoCentre Rooms and Equipment
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 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. When using the dishwasher, please only use the dishwashing powder provided.

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

- Please place all garbage (food and drink items) and recyclables (glass, plastic, aluminium and paper, cardboard items) in appropriate bins.
- The kitchen is to be left clean.
- Please 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. Carpets and floors do not need to be cleaned unless a major spillage occurs.
Food & Beverage
EcoCentre staff can recommend and arrange catering needs to suit your event and budget. Alternatively if you have a preferred caterer, you are welcomed to have them cater your event. 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 places 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.

Fee Collection
Invoices are sent out after the event at the end of the month. Please insure that the correct mailing address details are on your booking form.

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.

  We request that the terms and conditions of hire be followed. EcoCentre staff are happy to assist where possible to ensure that the terms are met and that your event runs as smoothly as possible.

Thank You

For any queries relating to these terms and conditions, please contact EcoCentre Administration:

  p. (07) 3735 7992   f. (07) 3735 7638   e. ecocentre@griffith.edu.au