

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.

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 Venue Booking Form'. 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, understood and accept the EcoCentre's terms and conditions** as outlined in this document and fax or email through to our office. You will receive an email confirmation upon receipt of your booking form.

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 conveyed 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.

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, or are a no-show, will incur a \$50 cancellation fee. The EcoCentre generates an income from hiring to external clients and a confirmed booking means that we are unable to accept another booking, whether it be Griffith or external. Adhering to this policy will ensure the EcoCentre is managed efficiently and is available to all who wish to book it.**

Fee Collection

For non-Griffith clients, an invoice will be generated after the event. Please ensure the correct email and postal addresses are supplied on your booking form.

Room set up

Non-Griffith clients

Room hire includes the set up of the room. Please indicate the seating requirements of your event on the booking form. Any changes to the set up on the day of your event will be your own responsibility.

Griffith clients

Room set up is the responsibility of the Element. Please contact EcoCentre staff prior to the event to organise to access the room for setting up. **To minimise wear or damage to carpets and furniture, please do not pull or drag tables and chairs across the floor.**

Tables and chairs are to be lifted so please ensure two (2) people are available for setting up. If 2 people are not available, access to the room will not be granted.

EcoCentre staff will set up audio-visual requirements. Please ask for assistance with audio-visual equipment as repairs or replacements required due to client interference will be the responsibility of the client.

Catering

Non-Griffith clients

Catering can be organised directly with Griffith Catering by contacting them via their web page: <https://www.griffith.edu.au/catering>. Online menus and ordering is available. Alternatively, you are welcome to bring in any external caterer of your choice.

Griffith clients

When utilising Griffith Catering, please ensure all crockery and glassware is removed from the room for Catering staff to collect by 4.00pm.

Access

Non-Griffith clients

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

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

Griffith clients

Bookings for internal Griffith clients are only available between 8.30am and 4.30pm. Evening or weekend events will be at the discretion of EcoCentre staff.

Parking on campus

There is no free parking available on the Nathan campus on weekdays between 7.00am and 7.00pm. An all day or short stay parking permit can be purchased from machines located near the car parks or via the PayStay app. Metered parking is also available at marked bays but there are no parking meters within close proximity of the EcoCentre.

When parking on campus, please be sure to read all parking signage as incorrect parking can result in a fine. Please allow plenty of time for parking, especially during semester teaching periods when carparks are extremely busy.

Equipment and Property

Audio-visual equipment is available to hire. Package includes: 70" TV screen, laptop, lectern and wireless presenter. If you book the full conference room, two TV screens will be provided.

A pull up screen is available if you wish to bring your own data projector. Whiteboards are also available free of charge.

If using a whiteboard, please use whiteboard markers only and clean the board before you leave.

Please do not sit on the tables. Any damage to the EcoCentre conference rooms or damage/loss of EcoCentre equipment (including AV equipment) as a result of wilful destruction or negligence, will incur the cost of repair or replacement of affected items. In the case of wilful destruction, the client may be prohibited from hiring the EcoCentre for any future events.

Internet/Intranet access

Non-Griffith clients

If you hire the EcoCentre laptop, you will automatically have access to the Intranet. If you require access to external internet sites, you will need to organise a temporary account. The form can be accessed at: <https://intranet.secure.griffith.edu.au/computing/enterprise-information-systems-support/access-forms/visitor-details>. The laptop has been set up so that all documents saved on it will be automatically wiped upon shut down. Please ensure you save any documents to a USB or external hard drive. If you supply your own laptop, we cannot guarantee access to the internet.

Griffith clients

To access external internet sites, you will require a staff or student 'S' number to log in.

Green Event Policy

The EcoCentre promotes a green event policy. The use of polystyrene and/or other 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. To assist in saving water, it is preferred that event 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 rubbish and recyclables in the appropriate bins. If you have large amounts of rubbish, there are large dumpsters located at the EcoCentre loading dock.
- The kitchen is to be left clean and left over food and drink removed
- If you use the microwave, please wipe it over at the end of your event

Please note: where the facilities require extensive cleaning by EcoCentre staff following an event, a by-the-hour charge will be incurred.

Alcohol Policy

The EcoCentre is not a licensed venue, therefore, alcohol cannot be sold on the premises. Alcohol can however be consumed on site. If alcohol is to be consumed on the premises, an 'application to consume or supply liquor on campus' must be completed and approved by the Manager of Griffith Food prior to the event. **This applies to all clients.** EcoCentre staff can provide the form if required.

There is also a requirement that someone with a current Responsible Service of Alcohol certificate is present for the duration of the event.

Fire Safety, Emergencies and First Aid

No candles, lanterns, smoke devices or flames of any kind are to be lit in the EcoCentre. The Nathan campus is a smoke free campus and has designated smoking zones. The nearest designated smoking area to the EcoCentre is at the back of the loading dock near car park L. Please ensure that cigarette butts are extinguished and disposed of in an appropriate manner.

Evacuation plans are displayed within the EcoCentre, and in the case of fire or emergency, our staff will assist and direct you and your participants to the evacuation point. A first aid kit is stored at Reception.

Co-operation

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

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