

Griffith University EcoCentre

Terms and conditions for venue hire

1.0 Venue bookings

1.1 - Clients should contact the EcoCentre to confirm their preferred date is available. If the date is available, the client may make a tentative booking. A tentative booking must be confirmed within 2 weeks or the tentative booking will be cancelled.

1.2 - A booking form must be completed and emailed to the EcoCentre to secure the date. You must tick the box indicating you have read and understood the terms and conditions.

1.3 - Bookings will be invoiced 30 days prior to the event date. If you need to cancel the booking, we require 30 days' notice. Cancellations with less than 30 days' notice will incur a \$230 administration fee.

1.4 - Any changes to your booking must be communicated to the EcoCentre no later than 2 business days before the event is scheduled.

1.5 - There is no charge to Griffith elements for venue hire but a booking form is still required to be completed.

1.6 - Griffith bookings can only be made one trimester in advance and the EcoCentre reserves the right to cancel a Griffith booking if a commercial booking is received for the same date with at least 30 days notice.

1.7 - Griffith bookings are limited to between 8.00am and 4.00pm, Monday to Friday. Bookings outside of normal operating hours may be permitted at the discretion of EcoCentre staff.

2.0 Room set up

2.1 - Room set up is included in the venue hire for external clients and is to be included on the booking form. Any changes to the set up on the day will be the client's responsibility.

2.2 - Room set up for Griffith staff is the responsibility of the person booking the conference room. You will need to contact the EcoCentre to organise a time to perform the room set up prior to the event. For health and safety purposes, 2 people are required to set up the furniture.

2.3 - Audio-visual equipment will be set up by EcoCentre staff. Please ask for assistance with audio-visual equipment as any repairs or replacements required due to client interference will be the responsibility of the client. Clients need to provide a laptop with an HDMI port (or adaptor) to connect to the TV screens. The EcoCentre can provide a flip chart stand but the client is responsible for supplying the flip chart paper.

3.0 Building access

3.1 - Normal operating hours for the EcoCentre are 8.00am to 4.00pm, Monday to Friday. Bookings outside of these hours will incur an out of hours surcharge. The surcharge also applies to weekend bookings.

3.2 - In the event of any damage to EcoCentre property, responsibility will be to the client or organisation that made the booking.

3.3 - There is a no running or jumping policy inside the EcoCentre. If your event includes children, please ensure they are supervised and aware of the rules to maintain health and safety for all staff and visitors to the EcoCentre.



4.0 Parking on campus

4.1 – There is paid parking on campus Monday to Friday, 8.00am to 7.00pm. Payment can be made at one of the pay stations located near the car parks or via the PayStay app.

4.2 – Ensure you read all car park signage as incorrect parking may incur a fine.

4.3 – If you hire a bus service to transport your attendees, there is a bus stop immediately outside the EcoCentre where passengers can disembark.

5.0 Green event policy

5.1 – The EcoCentre promotes a green event policy which prohibits the use of polystyrene and other non-biodegradable products (such as plastic plates, cups and cutlery) at the EcoCentre.

5.2 – It is recommended that attendees bring their own reusable water bottle and coffee cup.

6.0 Cleanliness

6.1 – It is the client's responsibility to maintain the cleanliness of the conference space by placing rubbish and recyclables in the bins provided.

6.2 – If the verandah is used during breaks, please help us protect the native wildlife by ensuring plates, cups, napkins and food are not left outside.

6.3 – Health and Safety requires the wearing of footwear in the shared spaces of the EcoCentre and out in the forest.

7.0 Fire safety, emergencies and first aid

7.1 – Smoking (including e-cigarettes) is not permitted on any Griffith campus. This includes all buildings, grounds, car parks and within vehicles on campus. If you wish to smoke, you will need to go off-campus.

7.2 – No candles, lanterns, smoke devices or flames of any kind are permitted in the EcoCentre.

7.3 – In the event of a fire or emergency, EcoCentre staff will assist in evacuating all attendees from the building. Evacuation plans are displayed within the EcoCentre.

7.4 – There is a First Aid Officer located in the EcoCentre and the first aid kit can be located in the Reception area.

8.0 Collaborative space

8.1 – The EcoCentre is a collaborative space and often has multiple users in the building including school groups visiting the Toohey Forest Environmental Education Centre. Staff make every effort to ensure that events are not disrupted by other groups and appreciate all visitors showing respect to other users of the building.

9.0 Alcohol and catering

9.1 – The EcoCentre is not a licensed venue and therefore, alcohol cannot be sold on the premises.

9.2 – Alcohol can be consumed on-site, however, there must be someone present who holds a Responsible Service of Alcohol certificate and there is a requirement that non-alcoholic options must also be made available.

9.3 – Catering can be organised directly with the on-campus catering service Australian Catering Services (griffith@australiancatering.com.au) or you can engage an external provider. Any external provider needs to supply copies of their Public Liability Insurance, Approved Food Premise Certificate of Licence, a Temporary Food Stall certificate, their Liquor Licence (if alcohol is to be served) and a COVID Safe Checklist.