



BOOKING AND ROOM HIRE TERMS AND CONDITIONS

EFFECTIVE 1ST JULY 2009

Prices

Prices are valid as at 1 July 2008 but are subject to change at any time.

A 20 per cent surcharge on room hire rates applies for bookings outside normal business hours (0730-1700 Monday-Friday) or on weekends and public holidays.

Room rates are:

- Under 4.5 hours — half day rate
- 4.5 to 9 hours — full day rate
- Over 9 hours — 24 hour rates will apply

Keeping to time

Clients should keep to session times as closely as possible. Please advise your arrival and departure times and book times in accordance with room access times rather than function start and finish times. Additional charges may apply if guests have not vacated the premises within 30 minutes of the booked departure time.

Confirmation

All bookings are deemed confirmed only when we receive your completed and signed checklist with payment details, unless a 48 hour tentative booking is requested. Once we receive the checklist, the below cancellation fees will apply as specified below.

Tentative bookings

We will hold tentative bookings for 48 hours. If the booking is not confirmed by email or phone within 48 hours, then we will automatically cancel it.

Cancellations/reschedules

Cancellations/reschedules made within 14 days of the event will incur a cancellation penalty of 50 per cent of the total room hire rate. Cancellations/reschedules made within 48 hours of the event will incur full room hire rate.

Room reservations

The Technology Park Function Centre reserves the right to switch bookings between rooms of comparable standard if necessary. However, we will notify the client of a change of room and every effort will be made to provide space as originally booked.

Room and equipment requirements

All equipment, chair and table requirements are to be requested on the Booking Checklist Form. All equipment requested and included in the room will be invoiced, regardless of whether it is used.

Cleaning

General and normal cleaning is included in the cost of hiring the room. Additional cleaning charges will apply in instances where extraordinary cleaning is required. The function centre management reserves the right to request a security bond to cover this possible charge.

Damage

Any damage to function centre property over and above normal wear and tear is the responsibility of the organiser and will be charged in full. This includes, but is not limited to, any damage to equipment, fittings, and paint or wall finishes arising from the placement of displays, signs, banners or posters etc. The function centre management reserves the right to request a security bond to cover this possible charge.

Decorations

Nothing is to be nailed, screwed, stapled or attached to any wall, door or other surface or part of the building. Candles must be of a good quality non-drip and smoke free and must be approved by Technology Park Function Centre management.

Security bond

Credit card details or an amount equal to twice the room hire may be requested as security bond by Technology Park Function Centre management. This will cover any excessive cleaning or damage that may be incurred.

After hours Duty Manager

Technology Park Function Centre management reserves the right to appoint a Duty Manager at the client's expense for some events outside normal business hours. A client may also request a Duty Manager to attend their after hours event for technical assistance should they require it. Rate to be advised.

Signage and displays in public areas

Signage and Displays in the public area is to be kept to a minimum and must be approved by the Technology Park Function Centre management.

Music and excessive noise

As the function centre is used by several clients at any one time, use of musical instruments or any equipment that produces excessive noise must be approved by the Technology Park Function Centre management and may be restricted.

The Technology Park Function Centre strives for the highest standards of professionalism to ensure that functions and events are presented exactly in accordance with your needs. **Please note the following terms and conditions for room and equipment hire.**

Security

If the Technology Park Function Centre has reason to believe that an event will affect the smooth running of the Function Centre's business, security or reputation, it reserves the right to cancel the function or act to minimise any disruption.

Laws and regulations

At no time will the client commit any act or permit its employees, agents or invitees to commit any act that is illegal, noisome, offensive, potentially disruptive to other clients or in breach of any statutes, bylaws, orders or regulations, or other provisions having the force of the Law, including but not limited to fire regulations and Bett's for Catering liquor license.

Payment

Full payment is required within seven days from the date of invoice.

Insurance

The function centre takes no responsibility for damage or loss of client property before, during or after a function. Organisers should arrange their own insurance for valuable items.

Deliveries

All deliveries to the function centre are to be advised to the office in advance and are to be marked clearly with the date and name of the function. Return of your goods at the conclusion of the event is the organiser's responsibility.

Emergency procedures

Emergency evacuation procedure details are located in each function room and the foyer. The Muster Point is located on the lawn area between the function centre and Hayman Road (near the car park).

TECHNOLOGY PARK FUNCTION CENTRE



technology
park **BENTLEY**
WESTERN AUSTRALIA



The Function Centre is located in a beautiful parkland setting, and has a selection of Seminar Rooms which can be configured to accommodate 8–300 people.

ROOMS AVAILABLE FOR HIRE EFFECTIVE 1ST JULY 2009

Seminar Room 1

Equipped with:

- hearing loop
- sound system
- wireless microphones (handheld and lapel)
- multiple internet and data connection points
- ceiling mounted data projector and 2.4m screen
- DVD/VCR
- three wall-mounted pinup boards (2.4m wide x 1.2m high)
- video and teleconference capabilities
- one wall of floor to ceiling glass (with blinds) overlooking parkland, providing plenty of natural light

Seminar Room 2

Equipped with:

- sound system
- wireless microphones (handheld and lapel)
- multiple internet and data connection points
- two ceiling mounted data projectors and two 2m screens, allowing dual presentation when Seminar Rooms 1 and 2 are combined
- two wall-mounted pinup boards (2.4m wide x 1.2 m high)
- video and teleconference capabilities
- two side walls of floor to ceiling glass (with blinds) overlooking parklands, providing plenty of natural light
- secure exit door opening directly to the car park for easy unloading of display materials

Seminar Rooms 1 and 2 can be combined to form a large, theatre style column free space for up to 300 people. The combined rooms have the capability of three 2m screens running simultaneously. It is also popular for displays and exhibitions.

Seminar Room 3

Equipped with:

- sound system
- wireless microphones (handheld and lapel)
- DVD/VCR
- ceiling mounted data projector and 2m screen
- multiple internet and data connection points
- a deep, rectangular space that can be configured for a variety of purposes
- double doors provide access to a dedicated, fully weatherproof private courtyard 9m long x 7m wide overlooking the gardens

Seminar 3 can be combined with the dining area to create an open space for 200 people, this can also include a bar and two courtyards one featuring a BBQ.

Seminar Room 4

Equipped with:

- a room suitable to run small workshops and training
- ceiling mounted data projector and 2m screen
- speakers for laptop application
- room specifications: 8.4m x 6.2m

Seminar Room 5

Equipped with:

- whiteboard, data screen and data projector
- VC/Telephone conference
- internet access
- room specifications: 6m x 7m

Seminar Room 6

Equipped with:

- whiteboard, data screen and data projector
- VC/Telephone conference
- internet access
- room specifications: 5.5m x 7.5m

Boardroom

Features include:

- 18 luxurious leather chairs around a large central board table
- multiple internet and data connection points
- ceiling mounted projector and motorised screen
- DVD/VCR player and TV
- flip top table power connection
- wall mounted 37" LCD TV and camera, audio system with flush mounted speakers and permanently mounted microphones for all video and teleconferencing
- remote portable touch panel to operate all equipment

Theatre

Features include:

- 80 fixed chairs with fold-down (right handed) tables, arranged in six rows over three levels
- plug and play lectern with an in-built XP computer, TV/VCR, DVD, CD, radio tuner and lighting controls
- multiple internet and data connection points
- pinup board measuring 1.4m x 1.47m
- three phase, five pin, 32 AMP power outlet
- wireless microphones (handheld and lapel)
- sound system
- video and teleconference facilities are available for hire

The hire charge includes complimentary use of all installed audio visual equipment operated from a touch screen lectern, including the data projector and screen.

Access to the Theatre is via an Anteroom (8.6m x 4.2m) that is popular as a registration or display area. It can also be used for small breakout groups.



ROOM AND EQUIPMENT HIRE CHARGES

EFFECTIVE 1ST JULY 2009

Room Hire Charges					
Room Name	Half Day Charge	Full Day Charge	24 Hour Charge (for bookings over 9 hours)	Seating Capacity Theatre	Seating Capacity Working Groups
Theatre**	\$340	\$630	\$800	80 (fixed) or 110 (additional chairs)	-
Seminar Room 1	\$220	\$370	\$500	120	90
Seminar Room 2	\$220	\$370	\$500	140	100
Seminar Room 3	\$220	\$370	\$500	120	80
Seminar Room 4	\$130	\$240	\$300	30	20
Seminar Room 5	\$110	\$210	\$270	20	12
Seminar Room 6	\$120	\$230	\$300	30	15
Seminar Room 1 and 2	\$440	\$700	\$920	300	150
Board Room	\$150	\$300	\$400	N/A	18 around board table
Foyer (either parquet or carpeted)	\$85	\$170	\$245	-	-
Dining Room	\$220	\$370	\$500	-	-
Bar (Rear of Seminar Room 3)	\$85	\$170	\$245	-	-
Terrace	\$85	\$170	\$245	-	-
Terrace with BBQ (includes cleaning)	\$110	\$200	\$270	-	-

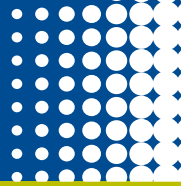
- All charges include GST.
- For half day and full day rates, a 20 per cent surcharge will be added for hire after 5.00pm, before 7.30am and on weekends and public holidays.
- 24 hour room rates applies Monday-Friday, 20 per cent surcharge will be added to the 24 hour rate on weekends and public holidays.

Half day = up to 4.5 hours

Full day = 9 hours

Over 9 hours = 24 hour charge

Equipment Rates		
Equipment	Half Day Charge	Full Day Charge
Data Projector (built-in data projectors includes use of DVD/VCR player, TV, sound system)	\$100.00	\$180.00
Electronic Whiteboard	\$60.00	\$110.00
Flipchart (including 1 pad of paper and pens)	\$15.00	\$30.00
Flip Chart Pads - \$20 each		
Internet Connection - \$35 per connection		
Laptop	\$30.00	\$60.00
Laser Pointer	\$6.00	\$11.00
Lectern	\$25.00	\$50.00
Microphone – Handheld	\$60.00	\$100.00
Microphone – Lapel	\$60.00	\$100.00
Overhead projector	\$25.00	\$50.00
Portable CD/tape player	\$15.00	\$30.00
Portable Sound System	\$55.00	\$110.00
Portable Stage - 1.8m x 1.2m - \$12.00 per piece		
Screen – First one free		Second one \$30.00 per day
Slide Projector	\$30.00	\$60.00
Teleconferencing Booking Fee:	\$15.00	
(Call costs not included) First Hour:	\$30.00	
Subsequent Hours:	\$15.00	
TV/VCR + stand	\$30.00	\$60.00
Video Conferencing Booking Fee:	\$45.00	
(Call costs not included) First Hour:	\$150.00	
Subsequent Hours:	\$80.00	
Whiteboard – first one free		Second one \$9.00 per day



Features of the Function Centre

- 18 seat boardroom
- 5 seminar rooms
- 80 seat theatre
- Tranquil parkland setting
- Licensed bistro with indoor and outdoor dining
- State of the art audio visual and communication facilities
- Video conferencing
- Wireless internet
- Two spacious foyers that double as display areas
- Tennis and basketball court hire
- Shower facilities
- Easy access for people with disabilities
- Hearing loop in Seminar Room 1
- Ample free parking
- Located less than 6 kms from Perth CBD
- 7 day availability

Administration Services	
Facsimile	\$0.55 per page for local calls
	\$1.10 per page for intrastate & interstate calls
	\$2.20 per page for international calls
Overhead Transparencies – Black and White	\$1.10 per transparency
Overhead Transparencies – Colour	\$2.20 per transparency
Photocopies – Black and White	\$0.22 per copy
Photocopies – Colour	\$0.55 per copy
Printing – Black and White	\$0.55 per page
Printing – Colour	\$1.10 per page



CONTACT INFORMATION

OPEN 24 HOURS A DAY, 7 DAYS A WEEK

2 Brodie Hall Drive

Bentley, Western Australia 6102

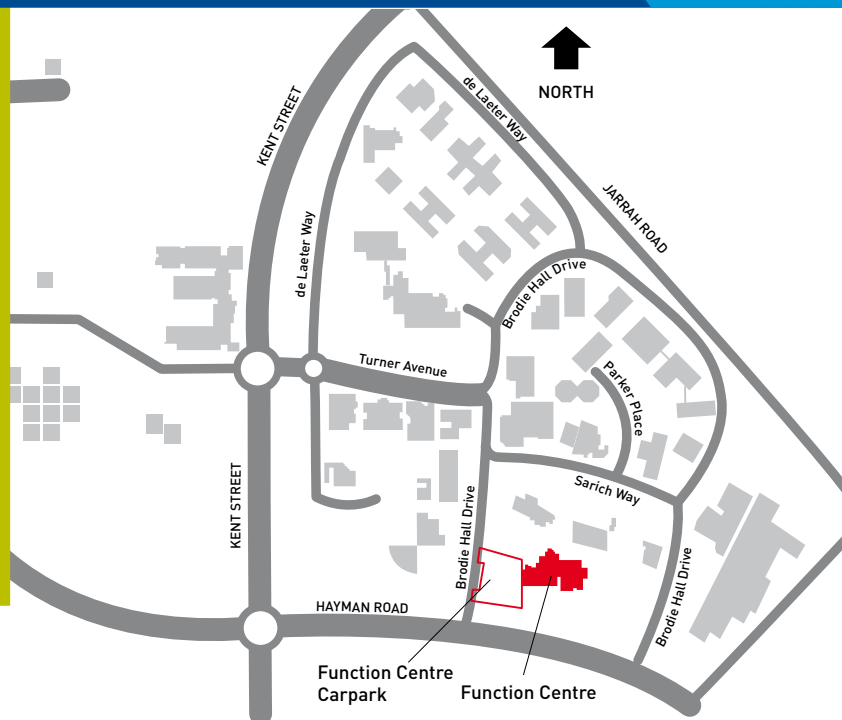
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FUNCTION CENTRE LOCATION MAP



Government of Western Australia
Department of Commerce

