

Anex

SEMINAR ROOM CONDITIONS OF HIRE AND EXTERNAL BOOKING PROFORMA

Bookings

Anex seminar rooms are available for hire by external organisations and offer a convenient reasonably priced alternative.

Bookings are on a first in, first served basis, the rooms cannot be tentatively booked and bookings are only secured upon receipt of the required paperwork and payment (providing the space is still available).

In the event of an unforeseen circumstance prohibiting the use of the booked seminar rooms, Anex is not liable to cover any costs incurred by the party involved.

A proforma booking form is attached. This must be completed and returned to Anex's contact person in order for your booking to be confirmed. All bookings and cancellations must be made direct to Anex.

Anex's Contact Person: Julie Caporetto
(Tel) 03 9486 6399
(Fax) 03 9486 7844
E-mail: j.caporetto@anex.org.au

Seating Capacity of Rooms

	Boardroom style (tables assembled)	U-Shape	Theatre style
Conference Room	20	18	60

Car parking

Anex is not able to offer any assistance with the costs of car parking. There is short term on-street parking on Nicholson & Reid Streets, Fitzroy North. The closed commercial carpark is located at the Royal Exhibition Buildings on Nicholson Street at tram stop no.12 on the East Brunswick/St Kilda number 96 tram line.

Public Transport

Anex is located at Suite 1, Level 2, 600 Nicholson Street, Fitzroy North see Melway reference 30 A12 for details. Anex is located on the East Brunswick/St Kilda number 96 tram line stop no. 20.

Security & Swipe Card Pickup (After Hours and Weekend Access)

A pre-arranged meeting between your specified contact and Anex staff needs to take place the day prior to use between the hours of **9am and 12 noon**. Your contact person must be an attendee of the event as they will become responsible for the security of the building, swipe cards, clean-up and see that all visitors leave the premises at the conclusion of the meeting.

If these conditions cannot be met Anex reserves the right to cancel the booking.

Under no circumstances should the front door to the Anex office be left unlocked.

Accessible Areas

Visitors have access to the Room booked, toilets and kitchen only. **No access is permitted to other areas of Anex tenancy** unless with prior permission or accompanied by an Anex staff member. There is to be no gathering in the kitchen area during business hours (due to noise disruptions). Noise needs to be kept to a minimum in and around the workplace areas.

Acknowledging Original Landowners

It is hoped that in your welcome and housekeeping matters discussed prior to meeting that the **Wurundjeri People** (original landowners) will be acknowledged.

Services and Facilities Provided by Anex

Use of audio-visual equipment at a cost
Use of kitchen and crockery and cutlery
Basic tea, coffee, and milk supplies
Room set up (please confirm numbers and configurations at least 4 days prior to function)
Security card (necessary for after hours functions)

Audio-visual Equipment (refer attached list)

The seminar room is fully equipped with audio-visual equipment. Instructions on how to use this equipment, or information about IT specifications, must be obtained from Anex's contact officer prior to the booking during normal business hours. Anex is unable to provide technical support after hours.

Displays

Nothing is to be fixed, fastened or stuck onto any of the walls.

Kitchen and Catering

The kitchen is available for catering purposes. Groups must leave the kitchen clean and tidy and put all clean crockery and cutlery away. Instructions for the dishwasher are displayed on the dishwasher.

Confirmation/Cancellation

Bookings cancelled within a week of intended use date will be considered to have been confirmed and you will be charged for the use of the rooms, regardless of whether they have been used or not.

Anex's Responsibilities

- Room set-up as requested on booking form (N.B. furniture is not to be moved between rooms)
- Maintenance of equipment and ensuring that all equipment is operating satisfactorily
- Provision of information (before the event) on how to use audio-visual equipment, lights, dishwasher etc
- Security instructions and provision of swipe cards for after hours entry (if required)

Hirers Responsibilities

- Care of all equipment, furniture and notifying Anex of any repairs or maintenance issues.
- Paying for any costs arising from loss or damage due to negligence on the part of the hirer
- Ensuring security is maintained, including nominating a contact person who will be responsible for swipe cards etc
- Ensuring that the room/s and kitchen is left clean and tidy, including washing all glasses, dishes and cutlery
- Wiping tables and chairs, remove all notes, rubbish etc
- Paying for any costs charged if extra cleaners visit required due to condition of room
- Ensuring room is left in a condition suitable for the next user in the case of back-to-back bookings

Liability

It is the responsibility of the hirer to be trained in the use of equipment prior to the event. The hirer will be responsible for the costs of any equipment, swipe card replacement, furniture or fittings lost or damaged as a result of negligence by the hirer during the event.

Anex reserves the right to deny booking and access to the Conference/Board Rooms to any users.

Risk Management

Anex requires you to provide a list of names for all persons using the Conference and/or Board rooms. This list should be given to the receptionist on arrival and updated if there are absentees or additions. Outside business hours the safety of all attendees is the hirer's responsibility.

Acceptance

To be completed and signed by a person of authority in your organisation who can approve payment for both the usage of the rooms and in the event of necessary reimbursement for damages, losses or cleaning costs.

I have read and agree to these conditions of hire:

Name: -----

Position in organisation: -----

Signature: ----- Date: -----

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SEMINAR ROOM BOOKING FORM
(To be completed by the person making the booking)

Date Required: _____

Bump In/Out Times: _____

Function Start and Finish Times: _____

Rooms Required: _____

Name of Organisation: _____

Contact Person One _____

Address: _____

Telephone: _____ E-mail: _____

Mobile: _____

Contact Person Two _____

Address: _____

Telephone: _____ Email: _____

Mobile: _____

Name of Meeting or Event: _____

Expected Number Attending: _____
(If booking more than 1 day please specify the number attending each day)

Room Set-up Required: Theatre/Boardroom/Classroom/Other _____

Other Information: _____

Suggested Times for Security Briefing: _____

Anex Use Only

Booking approved by _____

Booking entered in booking diary _____

Date _____

Notes: _____

Anex Audio Visual Equipment Booking Form

Data Projector

Laptop/Computer

CD player

DVD player

Lectern microphone

Electronic whiteboard