



## **Education Room Conditions of Hire and Facility Details**

Note: All costs are provided in Australian dollars and are GST exclusive.

The Education Room is located on the ground floor of the Goodman Building and offers an excellent function venue in a prestigious and central location. The Education Room offers good seminar and presentation facilities for up to 10-15 people.

### **Fee Structure**

#### **Bookings**

Enquiries should be made with the Functions and Events Co-ordinator on (08) 8222 9356. To confirm your booking please complete and return the enclosed booking form as early as possible prior to your function. You will be invoiced following the event.

#### **Fees**

The attached booking form lists the schedule of fees. All fees are in Australian dollars and are GST exclusive.

#### **Payment**

Payment of the 'Total Hire Charge' can be made by cheque, made payable to the Botanic Gardens of Adelaide, by credit card or an invoice can be arranged.

### **Facility Details**

#### **Access – Business Hours**

The Goodman Building is open to the public from 8.45am to 5pm except weekends and public holidays. Visitors should report to reception before making their way to the Education Room. The room must be vacated by 5pm.

#### **Car Parking**

Ticketed parking is available at the front of the Goodman Building. A fee of \$2.20 for 4 hours applies during the hours of 8am – 6pm.

#### **Kitchen Facilities**

The Education Room is equipped with self service kitchen facilities which include a small fridge and coffee percolator.

Alternatively the Function and Events Coordinator can set up a coffee bar at a charge of \$3/person.

Please note it is the hirer's responsibility to ensure the Education Room kitchen is left clean and tidy and that all kitchen equipment is put away in the cupboards. An extra fee of \$25 will be charged if any cleaning is required.

#### **Payment**

Payment of the 'Total Hire Charge' can be made either by cheque, made payable to the Botanic Gardens of Adelaide or by credit card.

#### **Refreshments - Catered**

The Botanic Gardens Restaurant have the rights to all catering within the Adelaide Botanic Garden and will be pleased to provide a range of options and menus. Catering arrangements should be made directly with the Restaurant on (08) 8223 3526 for light luncheons and/or morning or afternoon teas with the option of waiter-service if desired. Please identify the Education Room, date of function and time of delivery when making arrangements to enable the Restaurant to deliver the food to the correct room. The hirer will be invoiced directly by the restaurant.

**Room Set Up and Equipment**

Setting up of the Education Room is the sole responsibility of the hirer and must be done within working hours. Setting up of tables and chairs by Botanic Gardens staff can be arranged at an additional cost. An electronic whiteboard, slide projector, overhead projector, TV and video are available at no extra charge and should be requested at the time of making the booking. It is the responsibility of the hirer to ensure facility expectations can be met and viewing of the Education Room prior to the booking is recommended. Please ensure the room is left in an orderly state at the conclusion of the function.

**Safety**

Evacuation procedures are displayed in the Education Room and a First Aid Box is supplied. Please ensure everyone is made aware of these prior to commencing your function.

**Toilets**

Toilets are located at the rear of the Goodman Building on the first floor.

**Environmental Awareness**

The Botanic Gardens of Adelaide has a commitment to reducing waste and greenhouse gasses.

Reducing waste by not using disposable crockery and cutlery, using OH Projector where possible instead of printed material and only printing enough double sided copies as necessary. Recycling boxes for paper, paper and plastic products are provided for your use. Lights, projectors and computers should be turned off or put to sleep when not needed, and heater and air con temperatures should not be changed as they are programmed to ensure comfort and maximise energy use.

**Public Liability Insurance****Damages**

The client is financially responsible for any damage to the Gardens and Botanic Park caused by the client, guests or other persons attending the function.

***Insurance***

The Botanic Gardens of Adelaide has public liability insurance to protect it against third party claims for bodily injury and property damage arising out of its negligence. The policy does not cover the liability of any other party. The client is responsible for obtaining and maintaining a public liability insurance policy. However, please note this is not a condition of hire.

**Public Liability for Personal Items**

Except to the extent of its negligence, the Botanic Gardens of Adelaide accepts neither responsibility for loss or damage to personal items nor any liability arising out of the use or presence of personal items.