



ACER SYDNEY

ROOM BOOKINGS

Australian Council *for* Educational Research Limited

1/140 Bourke Road Alexandria NSW 2015 Australia

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ACN 004 398 145 ABN 19 004 398 145

Welcome

Dear Client

Thank you for considering the Australian Council *for* Educational Research (ACER) for your event.

This booklet outlines our arrangements for room hire including

- room hire costs;
- equipment available at ACER;
- room capacity; and,
- conditions of use.

We hope your experience at ACER is a positive one.

We are happy to assist in making your event successful and ask you to let us know if you have any suggestions on how we might improve our service.

Please enquire at reception or contact our Room Bookings Officer on (02) 8338 6800 if you would like further information.

Yours sincerely



Chris Freeman
General Manager, Sydney Office
Australian Council *for* Educational Research

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Room Booking and General Information

Making a Booking

To make your booking please

- complete all details and sign the Public Liability Insurance and Room Booking Form on pages 13 and 14 of this booklet; and,
- attach payment of \$100 for the room hire deposit to that form (an invoice will be provided).

Contact Details

Street Address: Australian Council *for* Educational Research
1/140 Bourke Road
ALEXANDRIA NSW 2015

Postal Address: Room Bookings Officer
Australian Council *for* Educational Research
PO Box 6483
ALEXANDRIA NSW 2015

Enquiries: 02 83386800

Fax: 02 96935844

Email: roombookings@acer.edu.au

Online: www.acer.edu.au/sydney/booking.html

Conditions for Use of Rooms

The applicant's signature at the bottom of page 14 constitutes agreement by the hirer to the terms and conditions contained in this booklet

- restrict use of the building to the areas specified in the booking;
- vacate the room by the time specified in the booking;
- comply with all reasonable requests made by representatives of ACER;
- leave the area in a clean and tidy condition;
- not relocate equipment or furniture;

- ensure that the hirer and their guests do not deface or damage ACER facilities;
- make good any loss or damage resulting from the hire and to ensure that, in accordance with ACER policy, there is no smoking in the building;
- leave clear access to aisles, passageways and corridors and to fire fighting appliances, which are located at all building entrances ; and
- be responsible for any equipment, machinery or materials under their control. ACER shall not be responsible for any loss or damage to any of the hirer's equipment, machinery or materials.

Please note that failure to comply with these conditions may result in the immediate termination of the booking and possible cancellation of any future bookings.

Tentative Bookings

ACER will hold a tentative booking for a maximum of 14 days. If you do not confirm the booking in writing within 14 days, we may release the space without notice.

Confirmation

You are requested to confirm bookings in writing using the form on pages 13 and 14 of this booklet. Bookings must be confirmed with a \$100 deposit.

Cancellations

Cancellations must be made in writing (email or fax) at least two working days prior to the day of the event. If cancelled within three days of the function, a 25% cancellation fee will apply.

Prices

The prices are current at the time of quotation but may be subject to change at management discretion to meet rising costs. Upon receipt of written confirmation and deposit, fixed prices will be confirmed in writing. All prices are inclusive of GST.

Payment

All accounts are to be paid in full by the date specified by us.

Parking

Please note that ACER has very limited parking and it is subject to availability.

Exhibitions

Exhibition companies and exhibitors are responsible for transport, set up and dismantling of their own equipment in accordance with our health and safety codes.

Cleaning

General and normal cleaning is included in the cost of the room hire. Additional charges may apply in instances where an event has created cleaning requirements which are considered to be over and above normal cleaning.

Responsibility

Should we be unable to provide facilities reserved due to circumstances beyond our control, no further claim other than entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice.

Additional Services

We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, security etc. A charge may be incurred for some services. If the event is cancelled, such service charges will be your responsibility.

Insurance

ACER cannot take responsibility for damage to, or loss of, items before, during and after an event, and recommend that you arrange appropriate insurance cover.

Property

Please ensure all personal items are secure and cars are locked.

Facilities, Services and Equipment

Opening Hours

8.40am – 5.00pm Monday to Friday.

Weekends and after hours by negotiation.

Room Capacity

	Board Room	Rooms A & B	Room C	Room D	Room E	Rooms F, G, H & I
Capacity	15	100 (each)	70	40	25	6 (each)

Rooms A and B are configured for testing, marking and computer use. Secure document storage is available for all rooms. Whiteboards and overhead projectors are available.

Administrative Support

General administrative support, such as small scale photocopying and printing, is available on site.

Assessment Management

ACER specialises in managing secure, high stakes testing. Please contact us on 02 8338 6800 to discuss your requirements.

Refreshments

Tea and coffee making facilities are available. The Doody Bird Café is open from 8am–5pm, Monday to Friday. Please call the café on 02 8339 1064 if you would like it to cater for your event.

Equipment Available for Hire

Equipment for hire includes data projector, TV, Video and DVD player, video and audio conference equipment, public address system, and up to 250 networked Pentium IV computers with 19" monitors.

Room Hire Charges

Room	Maximum Capacity	Daily rate (\$)	Weekly rate (\$)
Board Room	15	250	N/A
Room A*	100	700	2,000
Room B*	100	700	2,000
Room C	70	350	1,100
Room D	40	250	900
Room E	25	180	800
Room F	6	120	400
Room G	6	120	400
Room H	6	120	400
Room I	6	120	400

The above prices are current as at 1 July 2006.

***Rooms A and B are dedicated testing/marking/computer rooms. Tables and seating in those rooms are fixed.**

For after hours and weekend room booking hire rates and availability please ring the Room Bookings Officer on 02 8338 6800.

Computer Access

For further information on the computer access please ring the Room Bookings Officer at ACER on 02 8338 6800.

Equipment Hire Charges

Equipment	Hire charge (\$)
Data projector	100/half day or 170/day
TV, video and DVD player	35/day
Audioconferencing	30/hour plus call costs
Videoconferencing	50/hour plus call costs
Public address system (Lapel microphone and hand held microphone - Rooms A & B)	40/day
Networked computers	Price on application

Conditions of Hire of Computer Equipment

- Hirers need to be competent with the use of all equipment hired.
- Staff are not available to operate the equipment. Lessons in operation are available on request, provided adequate notice is given.
- No additional software is to be loaded onto computers without prior consultation with the Room Bookings Officer.

Room Booking Form

Event Details

Name of Event: _____
(maximum of five words)

Date/s of Event: _____

Time of Event: _____ to _____

Number Attending: _____

Room: _____

Room Set Up: _____
THEATRE / CONFERENCE / WORKSHOP / U SHAPE/ EXAM

Contact Details

Coordinator: _____

Organisation: _____

Contact number: work _____ mobile _____

Fax: _____

Email: _____

Current work cover and public liability insurance policies are required to protect you and ACER against the cost of claims that may arise from the activities you are organising.

Please complete the insurance details below.

Work Cover Insurance

Insurance Company: _____

Policy Number: _____

Expiry Date: _____

Public Liability Insurance

Insurance Company: _____

Policy Number: _____

Expiry Date: _____

Hirer's Signature

Coordinator _____

Organisation _____

Signed: _____ **Date:** _____

Bookings are confirmed by fax.

Forms can be accessed online at: www.acer.edu.au/sydney/booking.html