



Drug and Alcohol Services Australia Incorporated

Venue Hire Guidelines & Pricing

Introduction

DASA has a conference / training room available for your organisation or group to hire. The room has toilet facilities and a kitchen with fridge, microwave, dishwasher, plates and cutlery available for use. Tea, Coffee, Milk and biscuits are provided.

The formal venue hire agreement is attached to these guidelines.

Inquiries on room availability or booking information can be made by either email or telephone to:

DASA Reception - 08 8952 8412
admin@dasa.org.au

CONDITIONS OF USE

Air Conditioning/Clothing

The temperature control of air conditioners can not be reset during the day. We encourage all participants to bring a jacket/jumper to ensure they remain comfortable throughout the day.

Confirmation and Cancellation

Confirmation of your booking will only be made on receipt of the **signed** DASA Venue Hire Agreement form.

Cancellation of your booking **must** be made in writing a minimum of five (5) working days prior to the event or training program. Cancellation with less than five (5) working days' notice **will incur a cancellation fee** equal to the value of the booking.

Consumables

- We supply tea, coffee, sugar, long-life milk and biscuits.
- You will need to arrange any catered meals. We can supply a list of caterers if required.
- Caterers should be advised to pick up trays etc by 2:00pm on the day in order to ensure their equipment is not removed from the venue without their knowledge. DASA will **not** accept responsibility for any loss of your caterer's equipment. The caterer will need to provide any other consumables or equipment.

Emergency Evacuation Procedures accompany this Agreement

It is **your** responsibility to ensure people in the venue are aware of emergency procedures for the building including stairwell exits from the floor and assembly points outside the building. Emergency procedures are clearly posted in all venues. In the event of an emergency or if you require further clarification please seek the assistance of the First Aid Officer / Fire Warden listed in the training room.

Please supply DASA Administration a copy of your attendance sheet for each day.

Please ensure that the facilitator/chairperson using the venue is also aware of the conditions and safety regulations.

Food Handling and Hygiene Requirements

It is a directive of the Health Department that all food is served in a hygienic and safe manner. Specifically:

- Food to be consumed immediately after it is delivered.
- Leftover food to be kept covered and refrigerated.
- Food is not to be removed from the venues.

Venue Access and Times



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Training venues are available for use from 8:00am to 4:00pm Monday to Friday. Should access to the venue be required prior to 8:00am or past 4:00pm, please contact the venue representative at the time of your booking to discuss. Access times outside regular hours should be recorded, and agreed to, on the signed Venue Hire Agreement.

Venue Cleanliness

At the end of your venue hire event or training program please ensure that:

- All mugs, glasses and jugs have been placed in the kitchen area
- Tables, chairs and benches have been left clean and tidy
- Rubbish has been placed in the bin
- Any food is removed from the fridge and disposed of appropriately
- Whiteboards have been cleaned of **all** markings
- Your stationery and materials have been removed
- All electronic equipment has been **turned off** and put back in place
- All belongings must be removed at the completion of your booking

If the venue is left in an unacceptable condition, including any damage, you may be billed for the cost of cleaning and/or repairs.

Please notify the venue representative once you have finished with the venue. Please do not leave the venue unattended and unlocked.

Parking

No vehicles are permitted to be parked on DASA premises. All attendees / participants must park outside of the property (street parking). A vehicle is permitted on site to allow for set- up / pack up but must be removed off premises once set up / pack up is completed.

Keys

Loss of key will result in an additional charge of \$50.

Equipment

In addition to the kitchen facilities, the boardroom also has tables, chairs, whiteboard, projector, television and a DVD player.

Smoking/ Alcohol

DASA is a completely smoke and alcohol free premises. Smokers must leave DASA should they wish to have a cigarette. Alcohol is not permitted on DASA premises.

Telephone contact for the Conference Room Facility

Should the facilitator or attendees require to receive telephone calls during the booking, the number is 08 8952 8599. Phone messages will not be taken by the Administrative staff at DASA on the main number so please utilise this number if required.



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Venue Hire Guidelines

Booking Coordinator Name _____ Phone _____
Agency _____ Fax _____

Venue Hire Date(s): _____

Venue Times: (please tick) **Morning** 8:00 – 12:00 **Afternoon** 12:30 – 16:00 **Full Day** 8:30 – 16:00

If the booking is required for shorter duration please specify: Start Time: _____ Finish Time: _____

Name of Course/Event required for signage (Maximum of 60 characters): _____

Number of Participants: _____ **Special Requirements:** _____

Venue Requirements (please tick) All prices are GST inclusive

Half Day

Non Government Organisation \$100 Government, Private Business of other Organisations \$160

Full Day

Non Government Organisation \$200 Government, Private Business of other Organisations \$250

Wireless Internet Access

Non Government Organisation \$20 per day Government, Private Business of other Organisations \$25 per day

Catering Arranged by Hiree

Hire of Projector \$30 per day

TOTAL COST \$ _____

All fees are payable in advance.

- I/We agree that if cancellation for a venue booking is not received **a minimum of five working days prior** to the proposed date, I/We will still be charged the equivalent to the venue hire.
- I/We agree to pay the venue hire charge as per the rates quoted in this agreement. The patron is financially responsible and agrees to indemnify DASA for all damages sustained to the Venue during an event as an action of the invitees and/or guests of the organiser. The Facilitator/Chairperson using the venue has been made aware of the conditions and safety regulations contained in this agreement and the instructions for use document.

I agree to the afore mentioned conditions:

Name: _____ **Signature:** _____

Date: _____

| |
|--|
| Office use only |
| Invoice No: _____ |
| Date Invoiced Paid: _____ Actioned By: _____ |

