



Australian
College of
Nursing

Hire of Facilities – Sydney and Canberra

Information and Agreement

DESCRIPTION OF FACILITIES

At ACN's premises in Parramatta and Canberra, we are able to offer facilities for your next seminar, workshop, conference or meeting. Rooms are available for groups who meet on a regular basis as well as for 'one-off' occasions.

Facilities available in Parramatta

- 3 training rooms
- Tearoom for tea/coffee

Lecterns, data projectors and laptops are provided in each training room.

Facilities available in Canberra

- 2 boardrooms
- Tearoom for tea/coffee

Lectern and computer are available.

The rooms are available from 8am to 6pm Monday to Friday dependent upon availability. Weekend hire is not available.

Enquiries and bookings

For information on the availability of ACN's facilities and how to make a booking, contact the ACN reception on telephone: 02 9745 7500, facsimile: 02 6282 3565 or by email: acn@acn.edu.au

Catering facilities

A tearoom is available and is ideal for reheating food prepared off-site by catering companies. Crockery, cutlery and glassware are not provided.

Access

Groups must nominate a minimum of two individuals who will be the primary contacts for the function.

Parking

Parramatta

There is paid parking available on site and a number of car parks close to the Sydney office including:

- 15-17 Wentworth Street (right behind the Sydney office building) which offers casual rates and permanent parking (for a per calendar month fee).
- 2-10 Wentworth Street (around the corner) is accessible 24 hours per day. It offers casual parking and while there is a provision for monthly parking, often the monthly parking facility is fully utilised.

Alternatively, the Parramatta railway station is a short walk from the building.

Canberra

There is limited free all day parking opposite the Canberra building on Denison Street, Deakin and limited free 3hr parking near the playing ovals opposite the Canberra building. There is short stay paid parking facilities and \$5 all day parking facilities within easy walking distance to the building. Note that there is no parking available at the office building.

Facilities

Room	Seating/occupancy	Comments
PARRAMATTA		
Training Room 1	18 in classroom style	Partitioning can be opened to extend in room 2
Training Room 2	32 in classroom style	Partitioning can be opened to extend into room 1 and 3
Training Room 3	32 in classroom style	Partitioning can be opened to extend into room 2
Clinical Room	20 maximum	Room includes: 4 clinical beds, Baxter Infusion pumps, additional information is available on application. Note that hire of the Clinical Room does not include cost of any disposables.
CANBERRA		
Boardroom 1	18 in a meeting style	Partitioning can be opened to extend into Boardroom 2
Boardroom 2	8 in a meeting style	Partitioning can be opened to extend into Boardroom 1

Terms and conditions of Hire:

By hiring the facilities the Hirer acknowledges and accepts all the Terms and Conditions outlined below.

Confirmation of Booking:

Booking of room(s) is confirmed by return of 'Room Booking Request' from the Hirer. This will confirm dates and acceptance to all the Terms & Conditions of Hire.

Late Bookings and Substantial Changes to Bookings:

There is no guarantee that late bookings and/or substantial changes to existing bookings requested by the Hirer can be accommodated.

Cancellations:

Cancellation of a booking by the Hirer should be made in writing to the Reception. Cancellations received less than seven days before the booking date will be charged the full amount. Cancellations received within 7-10 days of the booking will be charged a 50% cancellation fee. Cancellations received more than 10 days before the booking will have not a cancellation charge.

Catering:

ACN does not provide catering services for external bookings. All catering must be arranged through external caterers and ACN advised accordingly.

The Hirer is responsible for ensuring that the facilities provided by ACN are left in an appropriately clean condition or pay cleaning charges in addition to hire charges.

The Hirer is responsible for ensuring that invoices for catering are not directed to ACN.

Payment of Invoices for Bookings:

Invoices must be paid by due date. All cheques must be made payable to ACN, and be sent to:

Accounts Payable
Australian College of Nursing
PO Box 650
PARRAMATTA NSW 2124

At the completion of the hire period, the Hirer agrees to:

- Vacate the premises by the end of the agreed period of hire.
- Remove from the venue all goods, property or materials brought in by or on behalf of the Hirer.
- Not remove any cutlery, crockery, glassware or any other property owned by ACN from the premises (hirers will be charged for missing items).
- Leave the premises in a clean condition or cleaning charges may be applied in addition to the hire charge.

Damage:

The Hirer is financially liable for any damages sustained to ACN property whether through their own action or through the action of their contractors, sub-contractors or guests and clients attending any function booked by the Hirer. Use of walls, columns, ceilings or floors to display materials is not permitted without prior permission.

The use of nails staples, tape or tacks on any walls or columns is not permitted. ACN reserves the right to remove any person creating a nuisance.

The Hirer must ensure that no person under 18 years consumes alcohol on or about ACN's premises. The Hirer must ensure that all persons comply with ACN's no smoking policy.

Insurance:

ACN though taking all necessary care, does not take any responsibility for the damage or loss of items belonging to the Hirer before, during and after a function. ACN can exercise the right to request a copy of the hirer's public liability insurance certificate of currency.

ROOM HIRE – SCHEDULE OF FEES

PARRAMATTA

Room Type	Capacity	Half Day	Full Day
Single room			
Training Room 1	18 classroom style or 25 cocktail style	\$150.00	\$200.00
Training Room 2	32 classroom style or 50 cocktail style	\$175.00	\$250.00
Training Room 3	32 classroom style or 50 cocktail style	\$175.00	\$250.00
Clinical Room	20 maximum	\$500.00 Note that hire of the Clinical Room does not include cost of any disposables	
Combination room of rooms			
Training Room 1 and 2	50 classroom style or 80 cocktail style	\$250.00	\$400.00
Training Room 2 and 3	64 classroom style or 100 cocktail style	\$275.00	\$450.00
Training Room 1, 2 and 3	82 classroom style or 130 cocktail style	\$300.00	\$550.00
Audiovisual Hire (per room) Data Projector and Computer		\$150.00	\$250.00

CANBERRA

Single room			
Boardroom 1	18 meeting style	\$150.00	\$200.00
Boardroom 2	8 meeting style	\$100.00	\$150.00
Combination of rooms			
Boardroom 1 and 2	26 meeting style	\$200.00	\$300.00

ROOM BOOKING REQUEST

Australian College of Nursing

Level 6, 9 Wentworth Street, Parramatta NSW 2150
P: 02 9745 7500, F: 02 6282 3565, e: acn@acn.edu.au



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Name of organisation:	
Contact Person:	
Postal Address:	
Email:	
Phone:	
Name of course/function:	
Site required and Room type:	

Month	Dates	Number attending	Time/s	Room	Fee
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Will you have catering? <i>Please circle</i>	Yes/No
If yes, please supply Caterer's details:	
Do you require audio-visual equipment <i>Please circle</i>	Yes/No
If yes, please indicate:	

DECLARATION

I, _____ (please print) of _____

Have read ACN's Terms and Conditions of Hire and agree to comply with them.

(Signature)

(Date)