

AMC JAKOVICH FUNCTION CENTRE

Cnr McGrath and Russell Roads, Henderson, Western Australia



Function Centre features:

- 16 seat boardroom
- 3 function rooms
- 1 meeting room
- State-of-the-art audio visual and communications facilities
- Video conferencing
- Wireless internet
- Shower facilities
- Ample free parking

ROOMS AVAILABLE FOR HIRE

Located in the world-class Australian Marine Complex in Henderson, Western Australia, the AMC Jakovich Function Centre has numerous rooms available for hire.

We strive for the highest standards of professionalism to ensure that functions and events are presented exactly in accordance with your needs.

Function rooms (first floor)

Lake Coogee Room

- Size: 181m²
- Theatre style seating for 140 people, with space at the front for two tables to seat a panel of presenters
- Cocktail style function, walls movable to suit events, 150 to 175 people
- Work group style, seating 80 people.

Lake Coogee Room with function bar

- Size: 200m²
- Cocktail style function, 250 people.

Features:

- Frame-mounted projector with mirror and rear-projection screen system
- Plug and lectern with an inbuilt computer, DVD/VCR
- Wireless handheld microphone
- Boundary layer microphones
- Sound system.

Garden Island Room

- Size: 97m²
- Theatre style seating, 80 people
- Working group style, seating 40 people.

Features:

- Ceiling mounted projector and motorised screen
- Plug and play lectern with inbuilt computer, DVD/VCR
- Wireless handheld microphone
- Boundary layer microphones
- Zoom cameras
- Sound system.

Carnac Island Room

- Size: 75m²
- Theatre style seating, 70 people
- Work group style, seating 40 people.

Features:

- Ceiling mounted projector and motorised screen
- Plug and play lectern with inbuilt computer, DVD/VCR
- Wireless handheld microphone
- Boundary layer microphones
- Zoom cameras
- Sound system.

Garden Island and Carnac Island Rooms (combined)

- Size: 175m²
- Theatre style seating, 140 people
- Work group style, seating 80 people.

Features:

- Ceiling mounted projector and motorised screen
- Plug and play lectern with inbuilt computer, DVD/VCR
- Wireless handheld microphone
- Boundary layer microphones
- Zoom cameras
- Sound system.

Meeting rooms (ground floor)

Thomas Peel Boardroom

- Size: 41m²
- 16 luxurious leather chairs around a central board table.

Features:

- Ceiling mounted projector with touch panel control
- Audio/visual system
- DVD/VCR
- AM/FM tuner
- Flip top table power connection
- Inbuilt computer.

Jervoise Bay Room

- Size: 27m²
- Boardroom style for 12 people.

AMC JAKOVICH FUNCTION CENTRE

Cnr McGrath and Russell Roads, Henderson, Western Australia



WESTERN AUSTRALIA



Government of Western Australia
Department of Commerce

RATES AND CHARGES

Room hire charges

Room	Room size	Half day charge (up to 4.5 hours)	Full day charge (9 hours)	24 hour charge (9+ hours)	Maximum seating capacity (theatre style)	Maximum seating capacity (working group style)
Fully equipped function rooms (with data projector, lectern, microphone and built-in PC)						
Lake Coogee	181m ²	\$500	\$900	\$1,200	140	80
					Or cocktail style – 150 to 175	
Lake Coogee and function bar	200m ²	\$600	\$1,100	\$2,000	Cocktail style 250	
Garden Island	97m ²	\$350	\$500	\$650	80	40
Carnac Island	75m ²	\$300	\$450	\$580	60	20
Garden and Carnac combined	175m ²	\$500	\$900	\$1,200	140	80
Thomas Peel Boardroom	41m ²	\$300	\$450	\$580	-	16
Meeting room						
Jervoise Bay	27m ²	\$150	\$250	\$320	-	12
<ul style="list-style-type: none"> All charges include GST. For a half day and full day rates a 30% surcharge will be added for hire after 5:00pm, before 7:30am and on weekends and public holidays. 24 hour room rate applies Monday – Friday, 30% surcharge will be added to the 24 hour rate on weekends and public holidays. Half day = up to 4.5 hours (0800-1200; 1230-1700; 1800-2230) Full day = 9 hours Over 9 hours = 24 hour charge. 						

Equipment rates

Equipment	Half day charge	Full day charge
Portable Data projector	\$80.00	\$150.00
Flipchart (including one pad of paper and pens)	\$15.00	\$30.00
Flip chart pads (additional)	\$20.00 each	
Internet connection	\$25.00 per connection	
Laptop	\$30.00	\$60.00
Teleconferencing booking fee:	\$15.00	
- Call costs – first hour:	\$30.00	
- Call costs – subsequent hours:	\$15.00/hr	
Video conferencing booking fee:	\$45.00	
- Call costs – first hour:	\$150.00	
- Call costs – subsequent hours:	\$80.00/hr	

Administration services

Facsimile – local calls	\$0.55/page - local calls
Facsimile – intrastate and interstate calls	\$1.10/page - intrastate and interstate calls
Facsimile – international calls	\$2.20/page - international calls
Photocopies – black and white	\$0.22 per copy
Photocopies – colour	\$0.55 per copy
Printing – black and white	\$0.55 per page
Printing – colour	\$1.10 per page

AMC JAKOVICH FUNCTION CENTRE

Cnr McGrath and Russell Roads, Henderson, Western Australia



WESTERN AUSTRALIA



Government of Western Australia
Department of Commerce

BOOKING AND ROOM HIRE TERMS AND CONDITIONS

Prices

Prices are valid as at 1 July 2010 but are subject to change at any time.

A 30% surcharge on room hire rates applies for bookings outside normal business hours (0730-1700 Monday - Friday) or on weekends and public holidays.

Refer to 'Rates and Charges'.

Keeping to time



Clients should keep to session times as closely as possible. Please advise us of your arrival and departure times and book times in accordance with room access times rather than function start and finish times.

Additional charges may apply if guests have not vacated the premises within 30 minutes of the booked departure time.

Confirmation

All bookings are deemed confirmed only when we receive your completed and signed checklist with payment details, unless a 48 hour tentative booking is requested.

Once we receive the checklist, the below cancellation fees will apply as specified below.

Tentative bookings

We will hold tentative bookings for 48 hours. If the booking is not confirmed by email or phone within 48 hours, then we will automatically cancel it.

Cancellations/reschedules

Cancellations/reschedules made within 14 days of the event will incur a cancellation penalty of 50 per cent of the total room hire rate.

Cancellations/reschedules made within 48 hours of the event will incur full room hire rate.

Room reservations

The Technology Park Function Centre reserves the right to switch bookings between rooms of comparable standard if necessary.

However, we will notify the client of a change of room and every effort will be made to provide space as originally booked.

Room and equipment requirements

All equipment, chair and table requirements are to be requested on the Booking Form. All equipment requested and included in the room will be invoiced, regardless of whether it is used.

Cleaning

General and normal cleaning is included in the cost of hiring the room. Additional cleaning charges will apply in instances where extraordinary cleaning is required.

The function centre management reserves the right to request a security bond to cover this possible charge.

Damage

Any damage to function centre property over and above normal wear and tear is the responsibility of the organiser and will be charged in full. This includes, but is not limited to, any damage to equipment, fittings, and paint or wall finishes arising from the placement of displays, signs, banners or posters etc.

The function centre management reserves the right to request a security bond to cover this possible charge.

Decorations

Nothing is to be nailed, screwed, stapled or attached to any wall, door or other surface or part of the building.

Candles must be of a good quality non-drip and smoke free and must be approved by Technology Park Function Centre management.

Security bond

Credit card details or an amount equal to twice the room hire may be requested as security bond by Technology Park Function Centre management. This will cover any excessive cleaning or damage that may be incurred.

After hours Duty Manager

Technology Park Function Centre management reserves the right to appoint a Duty Manager at the client's expense for some events outside normal business hours.

A client may request a Duty Manager to attend their after hours event for technical assistance should they require it. Rate to be advised.

Signage and displays in public areas

Signage and displays in the public area is to be kept to a minimum and must be approved by the Technology Park Function Centre management.

Music and excessive noise

As the function centre is used by several clients at any one time, use of musical instruments or any equipment that produces excessive noise must be approved by the Technology Park Function Centre management and may be restricted.

Security

If the Technology Park Function Centre has reason to believe that an event will affect the smooth running of the Function Centre's business, security or reputation, it reserves the right to cancel the function or act to minimise any disruption.

Laws

At no time will the client commit any act or permit its employees, agents or invitees to commit any act that is illegal, noisome, offensive, potentially disruptive to other clients or in breach of any statutes, bylaws, orders or regulations, or other provisions having the force of the Law, including but not limited to fire regulations and Bett's for Catering liquor license.

Payment

Full payment is required within seven days from the date of invoice.

Insurance

The function centre takes no responsibility for damage or loss of client property before, during or after a function.

Organisers should arrange their own insurance for valuable items.

Deliveries

All deliveries to the function centre are to be advised to the office in advance and are to be marked clearly with the date and name of the function. Return of your goods at the conclusion of the event is the organiser's responsibility.

Emergency procedures

Emergency evacuation procedure details are located in each function room and the foyer. The Muster Point is located on the lawn area between the function centre and Hayman Road (near the car park).

AMC JAKOVICH FUNCTION CENTRE

Cnr McGrath and Russell Roads, Henderson, Western Australia

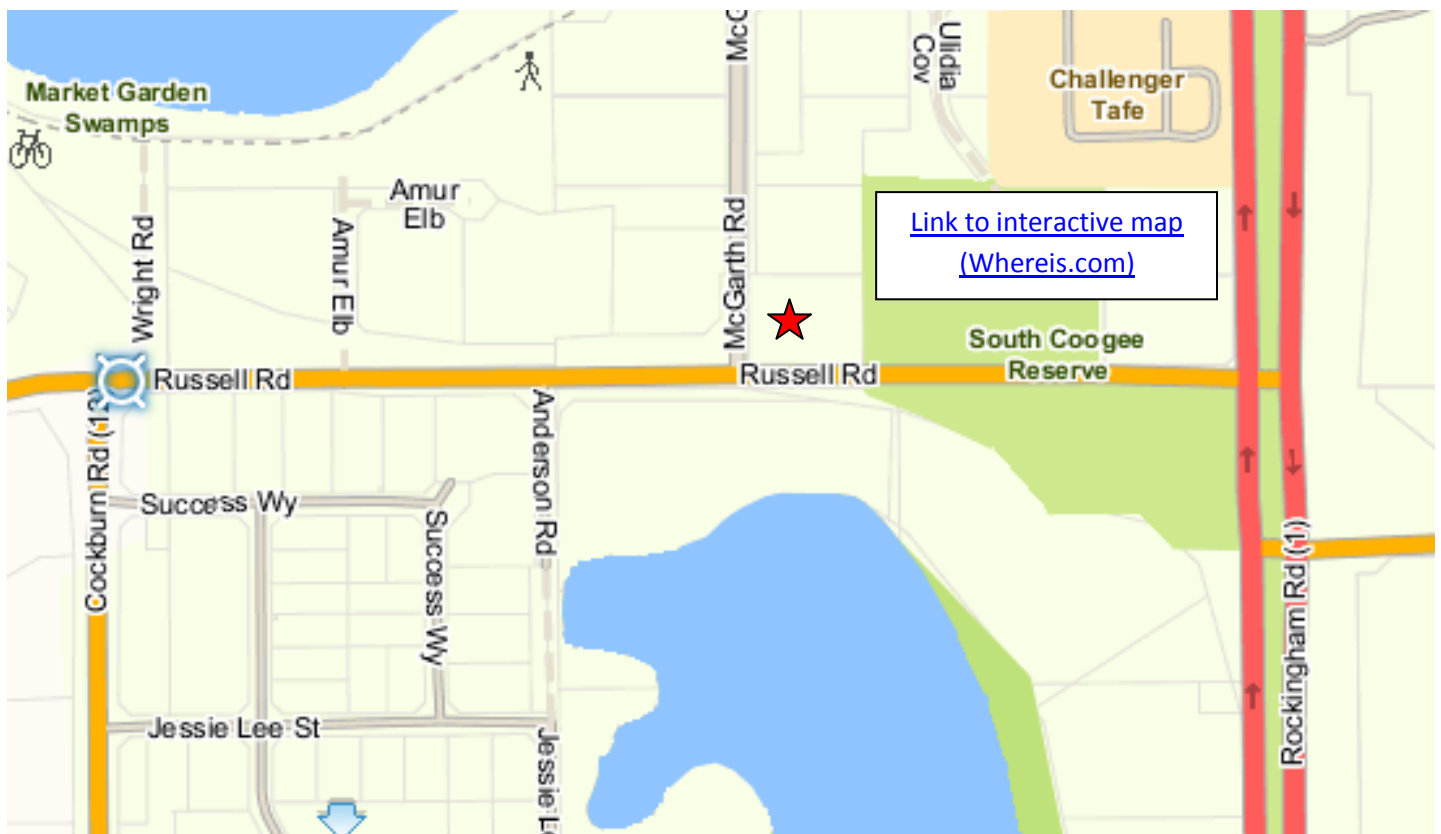
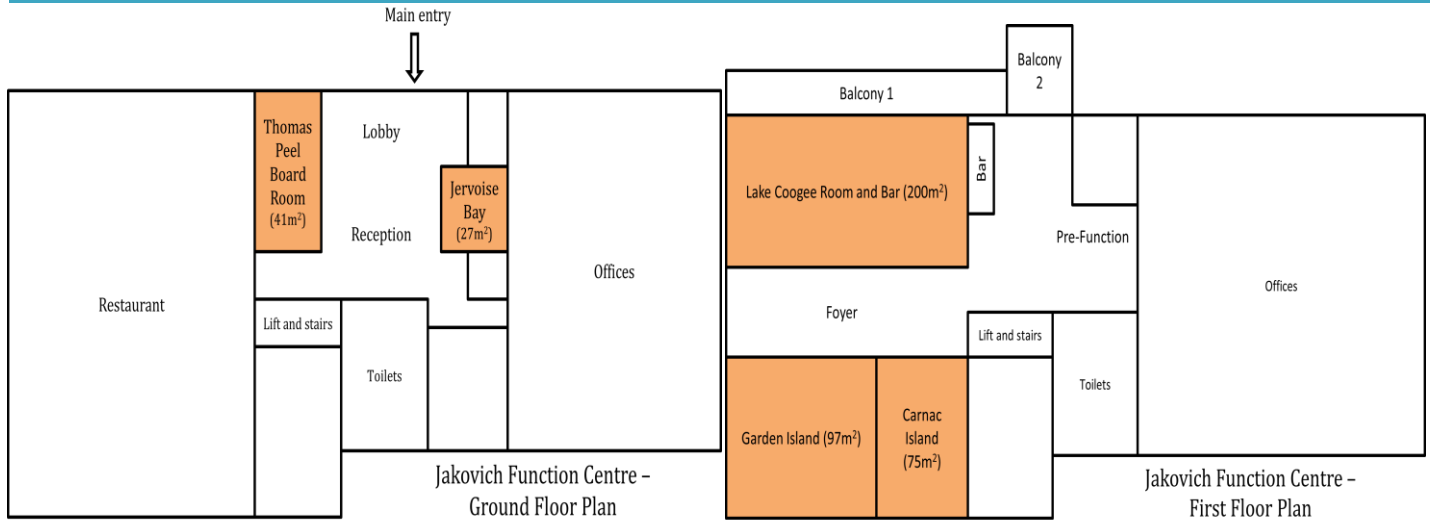


WESTERN AUSTRALIA



Government of Western Australia
Department of Commerce

MAP, FLOOR PLANS AND CONTACT DETAILS



CONTACT US

Mrs Sam Deck
Tel: +61 8 9451 0888
Fax: +61 8 9361 4077

Email: admin@techparkwa.org.au or
functioncentre@techparkwa.org.au
Web: www.australianmarinecomplex.com.au

Corner of Russell and McGraths Roads
Henderson, Western Australia 6101
(Enter via McGrath Road)

www.australianmarinecomplex.com.au

