

TECHNOLOGY PARK FUNCTION CENTRE

2 Brodie Hall Drive, Bentley, Western Australia



The Technology Park Function Centre is located in a beautiful parkland setting, and has a selection of Seminar Rooms which can be configured to accommodate 8-300 people.

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

ROOMS AVAILABLE FOR HIRE

Seminar Room 1

Features:

- Room size 10.5m x 3.0m
- Hearing loop
- Sound system
- Wireless microphones (handheld and lapel)
- Multiple internet and data connection points
- Ceiling mounted data projector and 2.4m screen
- DVD/VCR
- Three wall-mounted pinup boards (2.4m wide x 1.2m high)
- Video and teleconference capabilities
- One wall of floor to ceiling glass (with blinds) overlooking parkland, providing plenty of natural light.

Seminar Room 2

Features:

- Room size 10.8m x 14.8m
- Sound system
- Wireless microphones (handheld and lapel)
- Multiple internet and data connection points
- Two ceiling mounted data projectors and two 2m screens, allowing dual presentation when seminar rooms 1 and 2 are combined
- Two wall-mounted pinup boards (2.4m wide x 1.2 m high)
- Video and teleconference capabilities
- Two side walls of floor to ceiling glass (with blinds) overlooking parklands, providing plenty of natural light
- Secure exit door opening directly to the car park for easy unloading of display materials.

Seminar Rooms 1 and 2 can be combined to form a large, theatre style column free space for up to 300 people.

The combined rooms have the capability of three 2m screens running simultaneously.

It is also popular for displays and exhibitions.

Seminar Room 3

Features:

- Room size 16.2 x 9.8m
- Sound system
- Wireless microphones (handheld and lapel)
- DVD/VCR
- Ceiling mounted data projector and 2m screen
- Multiple internet and data connection points
- A deep, rectangular space that can be configured for a variety of purposes
- Double doors provide access to a dedicated, fully weatherproof private courtyard 9m long x 7m wide overlooking the gardens.

Seminar 3 can be combined with the dining area to create an open space for 200 people. This can also include a bar and two courtyards - one featuring a BBQ.

Seminar Room 4

Features:

- Room size 8.4m x 6.2m
- A room suitable to run small workshops and training
- Ceiling mounted data projector and 2m screen
- Speakers for laptop application.

Seminar Room 5

Features:

- Room size 6.0m x 7.0m
- Whiteboard, data screen and data projector
- VC/telephone conference
- Internet access.

Seminar Room 6

Features:

- Room size 5.5m x 7.5m
- Whiteboard, data screen and data projector
- VC/telephone conference
- Internet access.

Boardroom

Features:

- 18 luxurious leather chairs around a large central board table
- Multiple internet and data connection points
- Ceiling mounted projector and motorised screen
- DVD/VCR player and TV
- Flip top table power connection
- Wall mounted 37" LCD TV and camera, audio system with flush mounted speakers and permanently mounted microphones for all video and teleconferencing
- Remote portable touch panel to operate all equipment.

Theatre

Features:

- Room size 13.4m x 14.4m
- 80 fixed chairs or 120 (with additional chairs added) arranged in six rows over three levels
- Plug and play lectern with an in-built XP computer, TV/VCR, DVD, CD, radio tuner and lighting controls
- Multiple internet and data connection points
- Pinup board measuring 1.4m x 1.47m
- Three phase, five pin, 32 AMP power outlet
- Wireless microphones (handheld and lapel)
- Sound system
- Video and teleconference facilities are available for hire.

The hire charge includes complimentary use of all installed audio visual equipment operated from a touch screen lectern, including the data projector and screen.

Access to the Theatre is via an Anteroom (8.6m x 4.2m) that is popular as a registration or display area. It can also be used for small breakout groups.



RATES AND CHARGES

Room hire charges

Room	Room size	Half day charge	Full day charge	24 hour charge (9+ hours)	Maximum seating capacity (theatre style)	Maximum seating capacity (working group style)
Theatre	10.8m x 14.4m	\$350	\$650	\$840	80 (fixed chairs) or 120 (with additional chairs)	N/A
Seminar room 1	10.5m x 13.0m	\$230	\$390	\$530	120	80
Seminar room 2	10.8m x 14.8m	\$230	\$390	\$530	150	120
Seminar room 3	16.2m x 9.8m	\$230	\$390	\$530	130	100
Seminar room 4	8.4m x 6.2m	\$140	\$250	\$320	30	18
Seminar room 5	6.0m x 7.0m	\$120	\$220	\$280	15	10
Seminar room 6	5.5m x 7.5m	\$130	\$240	\$310	20	15
Seminar rooms 1 and 2		\$460	\$730	\$970	300	210
Boardroom	7.2m x 7.0m	\$160	\$330	\$420	N/A	20 (around table)
Foyer (either parquet or carpeted)		\$85	\$170	\$245	-	-
Dining room		\$230	\$390	\$530	-	-
Terrace		\$85	\$170	\$245	-	-
Terrace with BBQ (includes cleaning)		\$110	\$200	\$270	-	-

- 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
Data projector (built-in data projectors includes use of DVD / VCR player, TV and sound system)	\$100.00	\$180.00
Electronic whiteboard	\$30.00	\$50.00
Flipchart (including one pad of paper & pens)	\$15.00	\$30.00
Flip chart pads (additional)	\$10.00 each	
Internet connection (up to 10)	\$25.00 per connection	
Laptop	\$30.00	\$50.00
Wireless presenter with laser pointer	\$25.00	
Lectern	\$25.00	\$50.00
Microphone – handheld or lapel	\$60.00	\$100.00
Notepad and pen	\$1.50 per set	
Overhead projector	\$25.00	\$50.00
Portable CD / tape player	\$15.00	\$30.00
Portable sound system with microphone	\$55.00	\$110.00
Portable stage – 1.8m x 1.2m	\$12.00 per piece	
Screen	First one free, second one \$20.00/day	
Tablecloth	\$7 each	
Teleconferencing booking fee (call costs are additional):	\$15.00	
- AV hire – first hour:	\$30.00	
- AV hire – subsequent hours:	\$15.00/hr	
TV / VCR and stand	\$30.00	\$60.00
Video conferencing booking fee (call costs are additional):	\$45.00	
- AV hire – first hour:	\$150.00	
- AV hire – subsequent hours:	\$80.00/hr	
Whiteboard	First one free, second one \$9.00/day	

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
Overhead transparencies – black & white	\$1.10/transparency
Overhead transparencies – colour	\$2.20/transparency
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



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 or outside caterers are brought in.

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

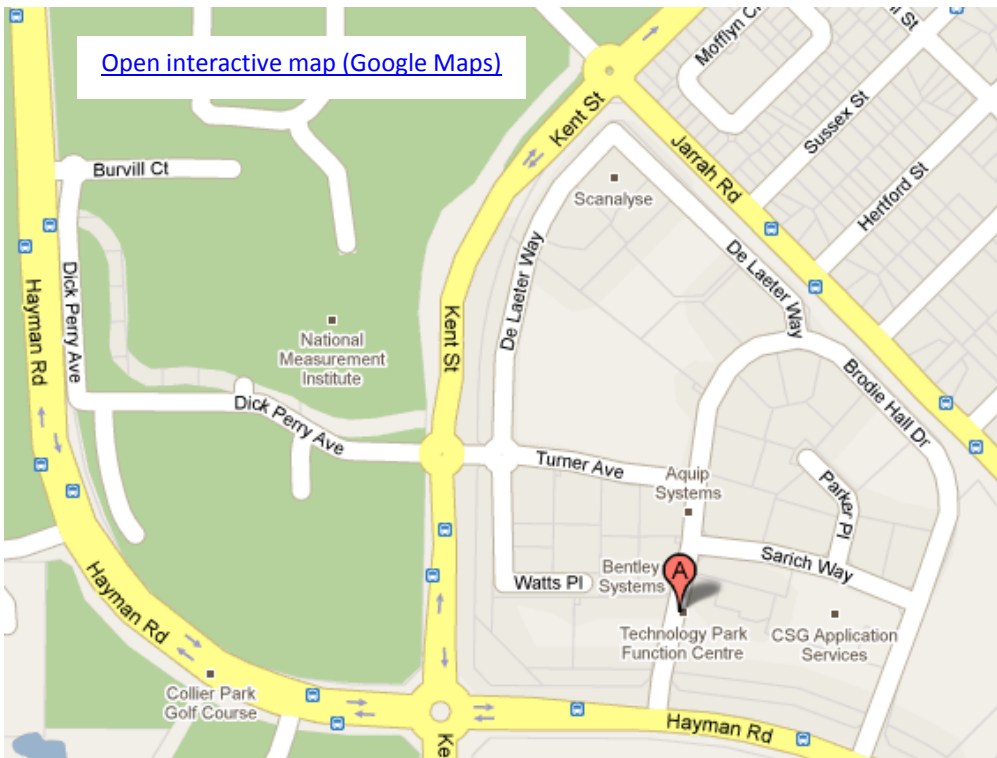
Emergency evacuation procedure details are located in each function room and the foyer. The Muster Point is located on the lawn area between the function centre and Hayman Road (near the car park).

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MAP, FLOOR PLAN AND CONTACT DETAILS

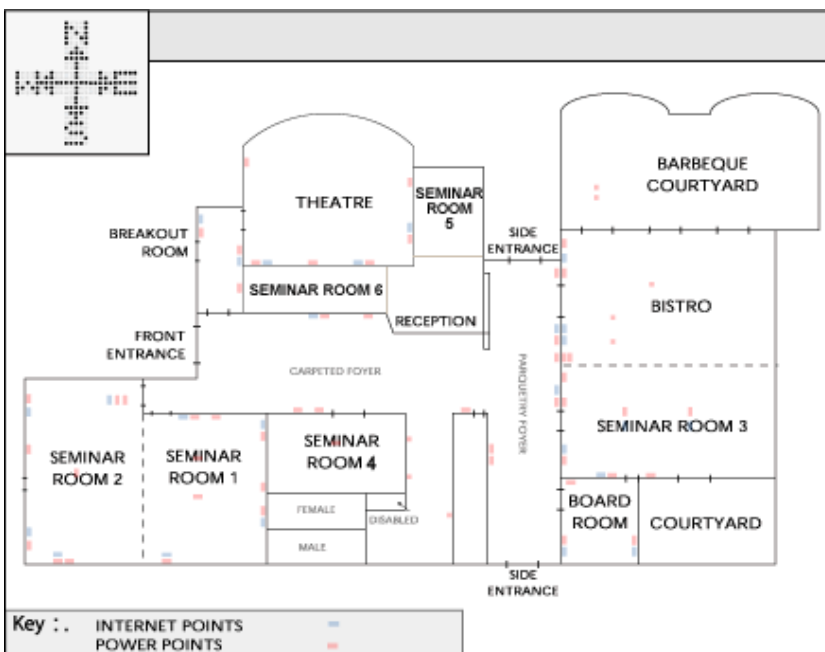


Function Centre features:

- 18 seat boardroom
- 6 seminar rooms
- 120 seat theatre
- Tranquil parkland setting
- Licensed bistro with indoor and outdoor dining
- State of the art audio visual and communications facilities
- Video conferencing
- Wireless internet
- Two spacious foyers that double as display areas
- Tennis and basketball court hire
- Shower facilities
- Easy access for people with disabilities
- Hearing loop in Seminar Room 1
- Ample free parking
- Located less than 6kms from CBD



Government of Western Australia
Department of Commerce



CONTACT US

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OPEN 24 HOURS A DAY, 7 DAYS A WEEK

www.techparkwa.org.au