

# Education Development Centre

## Terms and Conditions



EDUCATION DEVELOPMENT  
CENTRE

### 1. Booking Times

- 1.1. Standard Business Hours – Monday to Friday 7:30am and 5:30pm
  - Half Day – between 7:30am – 12:30pm OR 12:30pm – 5:30pm
  - Full Day – between 7:30am – 5:30pm
- 1.2. Evening – from 5:30pm – 10:00pm (on application)
- 1.3. Weekends & Public Holidays – 7:30am – 5:30pm (on application)

### 2. Fees and Charges

- 2.1. All fees and charges are current at the time of booking. Please note our fees and charges are subject to change without notice.
- 2.2. An additional out of hour's fee will be incurred if a function continues after the confirmed booking time.

### 3. Cancellation

- 3.1. All cancellations **must** be received via email to [edc@sa.gov.au](mailto:edc@sa.gov.au)
- 3.2. On receipt of your booking confirmation, you have 24 hours to notify us by return email of any amendments or cancellations. No cancellation fees will apply.
- 3.3. Please note changing the date of your event is equivalent to cancelling the original date and rebooking a new date.
- 3.4. A minimum cancellation fee of \$50.00 (ex GST) applies per room, weekdays, and \$75.00 (ex GST) per room, weekend and public holidays.
- 3.5. Cancellation fees are based on the value of the venue fee hire plus equipment fee hire but not less than the minimum cancellation fee above:
  - 28 days or less - 25% fee based on venue hire
  - 14 days or less - 50% fee based on venue hire
  - 7 days or less - 100% fee based on venue hire
  - 24 hours or less/nonattendance - 100% fee based venue plus equipment fee hire

### 4. Payment

- 4.1. Tax invoices are emailed post function. The total cost of your tax invoice is payable within 30 days from the date of issue. Payments can be made by credit card or EFT.
- 4.2. Tax invoices issued to Department for Education clients are payable within 7 days via internal transfer of funds. Signed Invoices are returned directly to [edc@sa.gov.au](mailto:edc@sa.gov.au). Please note they are not processed via Basware.



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### 5. Venue Hire

- 5.1. The Education Development Centre (EDC) does not accept tentative bookings
- 5.2. All bookings requests, amendments & cancellations to the EDC are made via email at [edc@sa.gov.au](mailto:edc@sa.gov.au)
- 5.3. All bookings will receive an emailed confirmation. The client is responsible for checking all details and notifying EDC of any discrepancies within 24 hours of receipt of your event confirmation.
- 5.4. The client is responsible to ensure that all presenters and exhibitors are aware of the EDC *Terms and Conditions*.
- 5.5. Room setups, participant numbers and equipment requirements are to be finalised 2 full business days prior to the event. Please note that it may not be possible to accommodate late requests.
- 5.6. Setup and pack down times, must be incorporated into booking times. The client agrees to gain access and vacate the room/s within the specified booking time. (*Refer to 2.2*)
- 5.7. The EDC reserves the right to relocate an event to an alternative room. It is recommended that you do not advertise the room number of your event.
- 5.8. All EDC rooms have limited capacity based on room size and the required set up. Compliance is mandatory.
- 5.9. The EDC reserves the right to charge clients an hourly fee for services outside the normal scope of a booking.
- 5.10. The cost of room hire includes general cleaning. Events that create excessive cleaning will incur additional charges.
- 5.11. Any damage to the EDC property resulting from room hire will be the responsibility of the client and will be charged accordingly.
- 5.12. No attachments (including Sticky tape, Blu Tack, Post-It Notes), fittings, fixtures or defacement are to be made to the walls, glass, flooring, or ceilings of the Centre. Charges will be incurred for repairs or cleaning.
- 5.13. Walkways and public access areas including emergency exits are to remain clear at all times.

### 6. Equipment

- 6.1. All equipment supplied by the EDC is subject to equipment hire charges.
- 6.2. Hourly charges or part thereof may be incurred if clients require a technician on standby or to attend to equipment brought into the Centre.
- 6.3. For the safety of participants all personal electronic equipment brought into the EDC should be tested and tagged.
- 6.4. The EDC does not accept responsibility for equipment brought into the Centre.
- 6.5. External equipment hire can be arranged and is coordinated through the Client Services Officer. Please note this will incur an administration charge which will be added to your booking.



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### 7. Photocopying/Printing

- 7.1. EDC does not provide a photocopying/printing service to clients. Management request all printing of materials to be organised and completed prior to your event.

### 8. Catering/ Self-Catering

The EDC does not provide catering services but can provide a list of suggested caterers who have accepted EDC Catering Instructions.

- 8.1. The client is responsible to coordinate directly with their caterer regarding setup and clean-up times.
- 8.2. All room setups include catering tables adequate for maximum room numbers.
- 8.3. Catering must be cleared from room/s immediately and bins emptied upon completion of the function. Where this condition is not met a cleaning fee will be charged to the client.
- 8.4. Self-caterers must read and accept a separate Catering Instructions. These are available from the Client Services Officer. Failure to comply may incur an additional charge.
- 8.5. Room 2.15 (Executive Suite) – catering restrictions apply.
- 8.6. Serving of Alcohol: Regulations must be in accordance with Consumer and Business Services. Further information and 'Limited Licence Applications' are available from [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au). If you are required to obtain a 'Liquor License', a copy must be supplied to the Client Services Officer prior to the commencement of your event. It is recommended that you discuss this with your caterer.

### 9. Internet/ Network

- 9.1. Neither the Department for Education or the EDC accept responsibility for the use of the internet by facilitators or conferees.
- 9.2. The access, transmission, retrieval, storage and/or display of the following is strictly forbidden if that material does not form part of a legitimate educational inquiry: Violation of this standard will result in the loss of internet access.
  - Sexually explicit material
  - Hate speech or offensive material
  - Material regarding illicit drugs or violence
  - Material regarding criminal skills and/or illegal activities
  - Material of a defamatory, discriminatory, or harassing nature
- 9.3. No unauthorised equipment is to be attached to our network (i.e., switches, Airports etc.).

### 10. Banners/Displays

- 10.1. Banners/displays are permitted in rooms and just outside the door entry.
- 10.2. For hirers booking the entire Centre this is extended to the Foyer and all public areas.
- 10.3. Banners/displays at the front of the EDC building and outside the main building doors are not permitted (*Refer to 5.13*).



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### 11. Deliveries and Storage

- 11.1. The EDC has a loading zone located off Orsmond Street. The loading zone is a shared space. Vehicles must immediately vacate the area after unloading.
- 11.2. All deliveries must have a label affixed to each item, clearly showing the recipient's name and the title of the event and a contact telephone number.
- 11.3. Due to limited storage availability, the delivery of goods can only be made 24 hours prior to your event. The removal of all items is required within 24 hours of the conclusion of your event.

### 12. Car Parking & Bicycles

- 12.1. The EDC car park is located on Orsmond Street and can accommodate 167 cars.
- 12.2. Disabled parking is located on the left as you enter the car park.
- 12.3. The EDC does not permit bicycles inside the building. Bicycle stands are situated at the rear of the building however users are required to provide their own locks. Bicycles brought into the centre will be removed immediately.
- 12.4. The EDC does not accept responsibility for any loss or damage to vehicles/bicycles or contents.

### 13. Work Health and Safety

- 13.1. For safety reasons moving, packing up or rearranging furniture is not permitted. If you require a change in your room setup, please go to reception. (*Refer to 5.5*).
- 13.2. Any damage to EDC furniture/property resulting from your event is the responsibility of the client and will be charged accordingly.
- 13.3. No responsibility will be accepted for injuries incurred for failure to comply.

### 14. Liability

- 14.1. The EDC does not accept liability for loss or damage to equipment, products, materials, or any other items brought into the Centre.

### 15. Animals

- 15.1. Only accredited assistance animals are permitted within the Centre. The Client Services Officer must sight the identification card prior to the event.

### 16. Non-Smoking

- 16.1. The EDC is a non-smoking facility. Smoking on balconies and in external doorways is also prohibited. Smokers must be least 6 metres away from the building.

### 17. Emergency Evacuation

- 17.1. All facilitators and participants must familiarise themselves with the emergency evacuation procedures on arrival which are displayed in each room.