

# EDUCATION DEVELOPMENT CENTRE

## Terms & Conditions

The Education Development Centre (EDC) provides a venue offering an excellent environment for training, learning and professional development.

### 1. Venue Hire

Tentative bookings	The EDC does not accept tentative bookings.
Booking Confirmation	All bookings will receive email confirmation within 24 hours. The client is responsible for checking all details and notifying EDC as soon as possible of any discrepancies.
Terms & Conditions	The client is responsible to ensure that all presenters and exhibitors are aware of the EDC Terms and Conditions.
Room requirements	Room setups, participant numbers and equipment requirements are requested to be finalised 5 days prior to the event. Late requests may not be able to be accommodated.
Access	Setup and pack down times, must be incorporated into booking times. The client should access and vacate the room/s within the specified booking time.
Room allocation	The EDC reserves the right to relocate an event to an alternative room.
Administration fee scope of bookings.	The EDC reserves the right to charge clients an hourly fee for services outside the normal
DAY	Refers to Monday to Friday with the exception of Public Holidays.
W/E	Refers to Saturday, Sunday and Public Holidays.
Business Hours	Standard - Bookings Monday to Friday during the hours of 7.30am and 10.00pm. Out-of-hours - Weekends and Public Holidays

### 2. Booking Times

Half day	Any time between 7:30 am - 12.30pm or 12.30pm – 5.30pm
Full day	Any time between 7.30am – 5.30pm
Evening	Any time between 5.30pm – 10.00pm

### 3. Catering

The EDC does not provide catering services but can provide a list of suggested caterers.

Access	The client is responsible for coordinating with their chosen caterer setup and clean-up times as per their confirmed booking time.
Tables	All room setups include catering tables adequate for maximum room numbers.
Cleaning Fee	Catering must be cleared from room/s and bins emptied immediately upon completion of the function. Where this condition is not met a cleaning fee will be charged to the client.
Self-Catering	Catering Terms and Conditions are available from the Client Services Officer. Failure to comply may incur an additional charge.
Executive Suite	Room 2.15. Catering for this room is for a specified caterer only.
Alcohol	Regulations must be in accordance with Consumer and Business Services. Further information and Limited Licence Applications are available from <a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a> . 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. Some of our suggested caterers may obtain a Temporary Liquor License to be of assistance.

### 4. Equipment

Exhibitors	Displays may only be placed in the foyer when the entire facility is booked and details are coordinated through the Client Services Officer.
EDC Equipment hire	All equipment supplied by the EDC is subject to equipment hire charges.
Technical assistance	Hourly charges or part thereof may be incurred if clients require a technician on standby or to attend to equipment brought into the Centre.



Personal equipment	The EDC does not accept responsibility for equipment brought into the Centre. No unauthorized equipment (i.e. switches etc.) is to be attached to our network.
External hire	External equipment hire can be arranged and is coordinated through the Client Services Officer.

## 5. Car Parking & Bicycles

Car Parking	The EDC offers free car parking located on Orsmond Street for up to 180 cars on a first come first served basis. There are three disabled car spaces near the Orsmond Street side of the car park, and one directly outside of the Centre.
Bicycles	The EDC does not permit bicycles inside the building. Bicycle lock up frames are available however participants need to provide their own locks.

The EDC does not accept responsibility for any loss or damage to vehicles/bicycles or contents.

## 6. Fees and Charges

Additional charges will be incurred if a function continues after the confirmed booking time.  
 Subsidized rates (for DECD departments) are only applicable from Monday to Friday.  
 All hirers will be charged full rates for Weekend/ Public Holiday bookings.  
 All fees and charges are current at the time of booking. Our fees and charges are however subject to change without notice.

## 7. Payment

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 Cheque, Credit Card, EFT, Bpay.

## 8. Cancellation

Cancellations must be requested in writing to [edc@sa.gov.au](mailto:edc@sa.gov.au)  
 Cancellation within 24 hours of booking will not incur a cancellation fee.  
 Changing the date is equivalent to cancelling the original date and rebooking a new date.  
 A minimum cancellation fee applies to all bookings – per room.

DAY - \$50.00 ex GST
W/E - \$75.00 ex GST

The cancellation fee is based on the value of the venue plus equipment 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 - 100% fee based venue plus equipment hire
Non Attendance - 100% fee based venue plus equipment hire

## 9. Internet

Neither the EDC nor The Department for Education and Child Development (DECD) bear any responsibility for the use of the internet by facilitators or conferees.

Our policy strictly forbids the access, transmission, retrieval, storage and/or display of:

“Sexually explicit material, hate speech or offensive material, material regarding illicit drugs or violence, material regarding criminal skills and/or illegal activities and material of a defamatory, discriminatory or harassing nature; if that material does not form part of a legitimate educational inquiry and specific to your audience”.

Violation of this policy will result in the removal of all internet access privileges.

#### 10. Advertising

Advertising for your function is permitted in rooms and just outside the door entry. For hirers booking the whole Centre this is extended to the Foyer and all public areas.

Advertising at the front of the EDC building and outside the main doors is not permitted.

#### 11. Care of Venue/Cleaning

The cost of room hire includes general cleaning. Events that create excessive cleaning requirements will incur additional charges. Any damage to EDC property resulting from room hire will be the responsibility of the client and may be charged accordingly.

**Fixtures** No attachments (including sticky tape or blue tack), fittings, fixtures or defacement is to be made to the walls, flooring or ceilings of the Centre. Charges will be incurred for repairs or cleaning arising from their use.

**Public access areas** Walkways and public access areas including emergency exits are to remain clear at all times.

#### 12. Deliveries and Storage

**Deliveries** 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.

**Storage** Due to limited storage space, approval for all conference deliveries is requested to be made prior to delivery. The removal of all items is required within 24 hours of your event.

#### 13. Liability

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

#### 14. Animals

Only mobility assist dogs are permitted within the Centre.

#### 15. Non-Smoking

The EDC is a non-smoking facility. Smoking on balconies and in external doorways is also prohibited.

#### 16. Work Health and Safety

For safety reasons hirers of the Centre are not permitted to move furniture. No responsibility will be accepted for injuries incurred for failure to comply.

#### 17. Emergency Evacuation

All facilitators and participants must familiarize themselves with the fire evacuation procedures on arrival which are displayed in each room.