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 The EDC reserves the right to charge clients an hourly fee for services outside the normal scope of bookings.

   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 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. 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
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.

<table>
<thead>
<tr>
<th>Day Type</th>
<th>Fee (ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAY</td>
<td>$50.00</td>
</tr>
<tr>
<td>W/E</td>
<td>$75.00</td>
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</tbody>
</table>

The cancellation fee is based on the value of the venue plus equipment hire but not less than the minimum cancellation fee above.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Fee (based on venue hire)</th>
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<tbody>
<tr>
<td>28 days or less</td>
<td>25% fee based on venue hire</td>
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<tr>
<td>14 days or less</td>
<td>50% fee based on venue hire</td>
</tr>
<tr>
<td>7 days or less</td>
<td>100% fee based on venue hire</td>
</tr>
<tr>
<td>24 hours or less</td>
<td>100% fee based venue plus equipment hire</td>
</tr>
<tr>
<td>Non Attendance</td>
<td>100% fee based venue plus equipment hire</td>
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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 responsibly 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.

July 2015