

Illawarra >> ITeC <<

Room Hire, Facilities & Services Guide

Information & Rates effective 31 August 2017

**1-5 Miller Street
(Corner of Fox Avenue & Miller Street)
CONISTON NSW 2500**

P: 02 4223 3100 F: 02 4223 3199

Email: itec@illawarraitec.com.au

www.illawarraitec.com.au

TRAINING & MEETING ROOM FACILITIES

Information & Rates (All prices GST included)

ROOM NAME & NUMBER	SIZE	OVERVIEW / DESCRIPTION	CAPACITY	FULL-DAY RATES	HALF-DAY RATES	EVENING RATES
		All Training Rooms have Internet access available			8.30am to 12.30pm 1.00pm to 5.00pm	5.00pm to 9.00pm
Interview Room	10m ²	Desk, phone, 1 x desktop computer *	1-3 People	\$88	\$55	\$220
TR1	74m ²	Tables and Chairs Note: Room can be opened to include TR6. TR6 opens onto courtyard area.	30 People with tables 80 People chairs only	\$380	\$250	\$350
TR2 Computer Room	50m ²	18 x PC's, each connected to hi-speed Internet and network printer Data Projector, Screen and Whiteboard	18 PC's (inc. Trainer)	\$475	\$300	\$400
TR3	60m ²	Tables and Chairs	+22 People with tables 50 People, chairs only	\$300	\$200	\$300
TR4	57m ²	Tables and Chairs	20 People with tables 30-40 People, chairs only	\$280	\$180	\$280
TR5 Computer Room	45m ²	17 x PC's, each connected to hi-speed Internet and network printer Data Projector, Screen and Whiteboard	16 PC's (inc. Trainer)	\$400	\$270	\$370
TR6	56m ²	Tables and Chairs. Opens onto courtyard area. Note: Can be opened to include TR1.	18 People with tables 25-30 People, chairs only	\$320	\$220	\$320
TR1 & TR6 Combined	130m ²	Two large rooms combined, opens out onto courtyard area.	50 People with tables 110 People, chairs only	\$550	\$400	\$550
Hospitality Kitchen		Suitable for light-cooking training & Barista	12-16 People	On Application	On Application	On Application
Recording Studio		Recording equipment and training facility for solo artists and bands, voice over work and student work experience.	Refer to ITeC's Audio Technician for specific details	On Application	On Application	On Application
Theatre Foyer	65m ²	Standing Room and/or Tables and Chairs	22 People with tables 50 People, chairs only 80 People, standing	On Application	On Application	On Application
Theatre		Change rooms, projection screen, black curtains, lighting grid, PA system, Bio Box and fully air-conditioned	104 Seats	\$770 (9am to 5pm)	\$440 for 4hr block (min) \$110/hr thereafter	\$550 for 4hr block (min) \$165/hr thereafter \$275/hr after Midnight
TR7 – Breakout area to Theatre	54m ²	Tables and Chairs	18 People with tables 25-30 People, chairs only	\$300	\$200	\$300

Hire Terms & Conditions

Thank you for considering the Illawarra ITeC for your function, conference, meeting or event. The following information is provided as a guide to assist you to plan and decide on the room/s that will be most suitable for your event.

PAYMENT POLICY

- Invoice will be forwarded at time of booking confirmation.
- 50% Deposit for Room Hire is required within 3 days of booking confirmation.
- Deposit is non refundable if room hire is cancelled.
- Catering costs will be invoiced with balance of room hire fee.
- Balance of Room Hire plus any catering costs MUST be paid 7 days prior to 1st day of room booking.
- Payment can be paid by Cash, Cheque, Direct Debit or Credit Card (AMEX not accepted).
- Telephone payments via Credit Card will be accepted.

CANCELLATION POLICY

All cancelled bookings will forfeit 50% Deposit Fee.

ROOM SET-UP

All rooms are set up in 'U' shaped format but can be configured in any set up preferred. A written request to change the desk/chair configuration notice must be submitted in writing 2-days prior to your room hire booking.

AVAILABILITY

- Rooms available for hire Monday to Friday 8.30am to 5.00pm (Outside these hours and evening times are available by negotiation).
- Weekends & Public Holidays – By negotiation.

REMOTE CONTROLS & CORDS

You must return all remote controls/cords to reception upon leaving. If they are not returned at the end of the day you will be charged an additional \$150.00.

BOOKINGS/INSPECTION OF FACILITIES

To make a request for room availability and associated costs please complete Part A & Part B herewith and return to ITeC. **(Part A: Room Hire Request and Part B: Catering Requirements)**

To enable our staff to provide you with a quote in an efficient and timely manner please provide **full details** of your requirements and return to ITeC:

Email: itec@illawarraitec.com.au

Fax: (02) 4223 3199

To arrange an inspection of our facilities please ring ITeC on 0242 233 100

Facilities Overview

The Illawarra ITeC Ltd was established in 1988 as a not-for-profit organisation to meet training and employment needs by providing services in small business, education, training and skills development.

ITeC has a modern facility situated on the corner of Fox and Miller Streets, Coniston, only 200 metres from Coniston Railway Station and minutes from the CBD, Wollongong Railway Station and Bus Interchange.

We are very pleased to offer short-term hire options to all individuals and organisations for the following facilities:

- Meeting and Interview Rooms
- 7 x Training and Seminar Rooms
- 2 x PC Computer Labs
- State of the Art Recording Studio
- 104-seat Theatre & foyer area

All rooms have been fitted out with the latest audio-visual and technical equipment for your convenience. Our offices feature an airy and open reception foyer for registration, an undercover outdoor breakout area and ample free off-street parking. We have wheelchair access to all training rooms, recording studio and theatre, as well as amenities for people with disabilities.

All rooms are hardwired to the internet and Wi-Fi is also available throughout the building.

ITeC can provide large or small groups with full catering including morning tea, lunch and afternoon tea.

INTERVIEW ROOM

Located directly off the main reception area, Interview Room is perfect for utilising as a one-on-one meeting room for casual appointments. Desktop computer is connected to high-speed broadband internet, and wireless internet access for additional laptops is available at an additional cost.

COMPUTER ROOMS 2 & 5

New Lenovo computers and 21" Asus widescreen monitors have been fitted out in Rooms 2 and 5.

One of the computer rooms caters more specifically to Graphic Design students and anyone looking to offer training in this area needs to provide specific details of their requirements. The machines contain the latest Adobe Creative Suite of programs including Illustrator, InDesign and Photoshop.

Our experienced and professional staff are happy to install custom software to the training room computers to help you conduct structured and personalised IT training (conditions and additional charges apply; adequate prior notice must be given).

HOSPITALITY KITCHEN

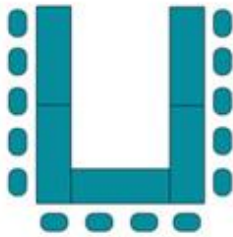
Our purpose-built hospitality and kitchen is the perfect facility to hold small group (12 people) light cooking and Barista training. Further information about our kitchen facilities can be obtained from ITeC reception on request.

TRAINING ROOMS 1, 3, 4, 6 & 7

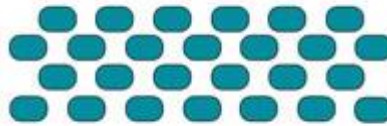
Our new training rooms of varying sizes are light, open, sophisticated and are equipped with the latest technology including ceiling-mounted projectors, electronic screens and flat-screen televisions.

ROOM SET UP

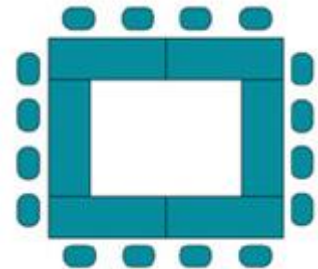
Training rooms are set-up with tables, chairs and in a U-Shape configuration. The below configurations are available, but must be requested in writing 48-hours prior to your room booking date. Computer Room set-up cannot be changes however 2 additional computers can be placed in each room if required (this would incur an additional cost).



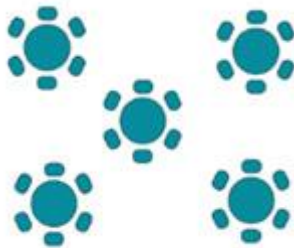
U-Shape



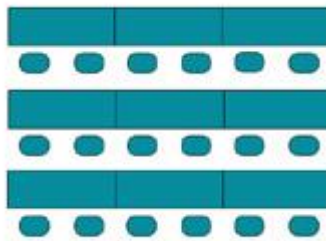
Theatre



Hollow Square



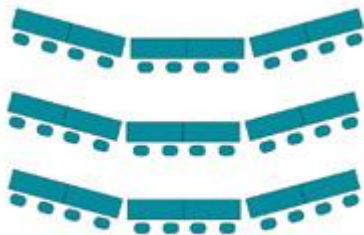
Cluster



Classroom



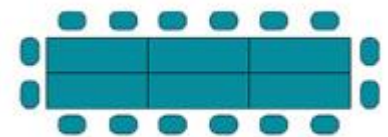
Circle of Chairs



Chevron Classroom



Cabaret



Boardroom

THEATRE

Our 104-seat capacity theatre is available to hire on a short and long-term or regular basis and has hosted many theatrical and musical productions and performances in recent years. The theatre facilities include:

- Comfortable, high-back chairs
- Change rooms
- Projection screen & mounted projector
- Black curtains
- 12cm raised wooden stage
- Lighting grid
- PA system
- Bio box
- Foyer
- Fully air-conditioned

The large theatre foyer space enables groups to mingle and network prior to performances.

RECORDING STUDIO

Our large recording studio is primarily used as a recording facility for solo artists and bands, voice over work and student work experience.

The studio equipment includes:

- 72 input English Audient analogue console
- 32 track Digidesign 96 in/out digital interface
- Pro Tools
- 1 live drum room
- 3 isolation booths
- Excellent array of outboard processors and FX

Additional Services

Should you require any of the additional equipment at any stage of your room booking, you will be required to pay an additional fee.

- | | |
|---|----------------|
| • Flip Chart | \$50/Day |
| • Flip Chart Paper | \$35/pad of 40 |
| • Whiteboard | \$50/Day |
| • Laptop Computer | \$150/Day |
| • Portable Speakers | \$70/Day |
| • Use of TV Screens in selected rooms | No Charge |
| • Portable PA System and/or Microphone | \$200/Day |
| • Printing/Photocopying (A4, Black & White) | \$0.25/Copy |
| • Printing/Photocopying (A4, Colour) | \$1.20/Copy |

All prices are GST inclusive. All above equipment is subject to availability and must be requested at time of completing Room Booking Request Form.

Catering Options

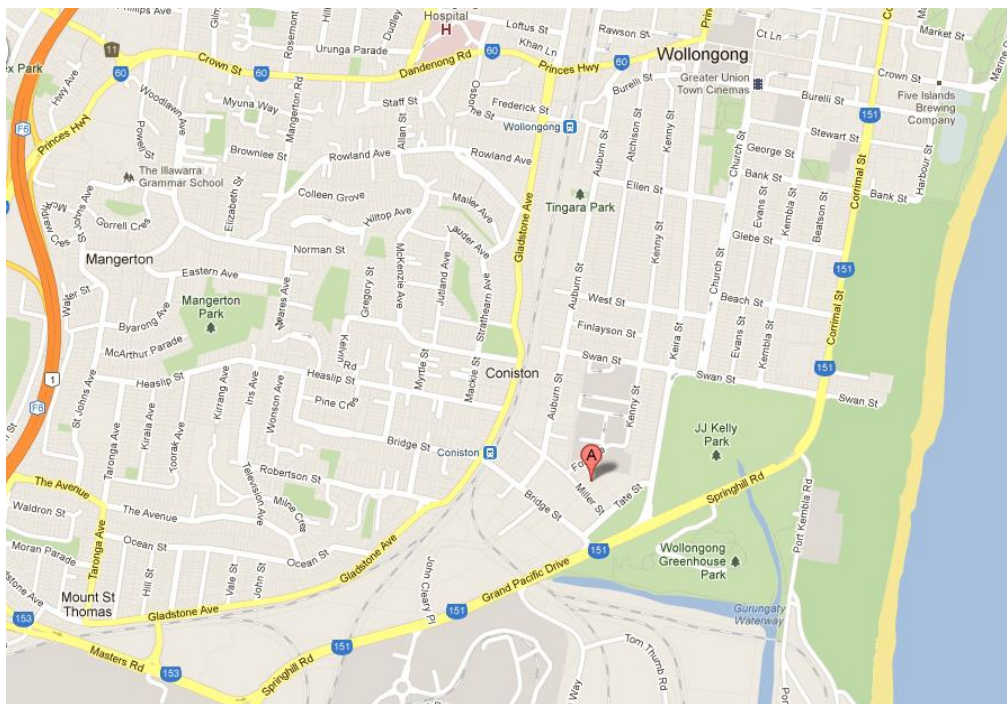
- In-house catering with ITeC making all the arrangements to meet your needs.
- OR
- Self arranged catering (PLEASE NOTE a service fee applies if you arrange your own catering).

Refer Part B: CATERING REQUIREMENTS - for further details on catering options.

Location

The Illawarra ITeC is located at 1-5 Miller Street, Coniston on the corner of **Fox Avenue & Miller Street, Coniston.**

We are opposite the Coniston Primary School, and a very short walk from Coniston & Wollongong Railway Stations and the Wollongong Bus Interchange.



To receive information on availability of rooms and services you will need to complete the last 2 pages of this guide and return to ITeC.

- ✓ **Part A: ROOM HIRE BOOKING REQUEST**
- ✓ **Part B: CATERING REQUIREMENTS**

Part A: ROOM HIRE BOOKING REQUEST

Both Part A: Room Hire Booking Request & Part B: Catering Requirements MUST be completed with all details to enable ITeC to process your room hire request in an efficient and timely manner.

We will confirm room availability once we have received your request form. All details **must be completed**. Please scan Part A and Part B and email to itec@illawarraitec.com.au or Fax 0242 233100.

YOUR CONTACT DETAILS

Company Name: _____ ABN: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

Please provide full details of the types of activities you will be undertaking in our facility: _____

BOOKING DATE/S	BOOKING TIME <i>(must include time required for setup and end of day)</i>	Training ROOM required <i>(Refer ITeC Room Hire, Services & Facilities Guide)</i>	NUMBER OF PEOPLE

SPECIAL REQUESTS (including IT requirements, changes to room set-up, additional equipment/services)

Part B: CATERING REQUIREMENTS

CATERING REQUIREMENTS

✓ Please tick your preference:

- We prefer to organise our own external catering.
- **Please note** for self organised external catering arrangements ITeC charges a **Catering Service Fee of \$150/day**.
(external caterers do not provide any service other than to drop off food at the reception and our staff are required to arrange the food and provide plates, serviettes etc and then clean up, wash caterers utensils and ring caterers for them to collect).
- We will require **Illawarra ITeC** to organise catering.
- **Please specify below the detail of what food/drinks you require to enable ITeC to provide a quote.**

Total Number of People requiring catering: _____

Morning Tea: *(Please provide specific details of what your require and time required)*

LUNCH: *(Please provide specific details of what your require and time required)*

Afternoon Tea: *(Please provide specific details of what your require and time required)*