



Conference Kit

2016-2017

UCWCSA Port Pirie
Conference Centre & Training
Complex
3 Parham Street, Port Pirie

Training Room 1

This training room is located at the front of the Conference Centre and opens out into the kitchenette area.

The hire fee includes the use of an electronic whiteboard, short throw overhead projector and kitchenette (including tea, coffee, milk and hot and cold water).

The room is suitable for up to 40 people (seated). ***Please note that capacity may be affected by set-up requirements.***

See page 2 for suggested room configurations.

Training Room 2

This training room is located at the rear of the Conference Centre.

The hire fee includes the use of an electronic whiteboard, short throw projector and shared kitchenette (including tea, coffee, milk and hot and cold water).

The room is suitable for up to 40 people (seated). ***Please note that capacity may be affected by set-up requirements.***

See page 2 for suggested room configurations.

Training Rooms 1 and 2 can be opened into one (1) large training facility which can accommodate up to 80 people seated with a forum style configuration.

Training Room 3

This training room is located at the rear of the Conference Centre.

The hire fee includes the use of the whiteboard, ability to book a media projector and the use of the shared kitchenette (including tea, coffee, milk and hot and cold water).

The room is suitable for up to 20 people (seated). ***Please note that capacity may be affected by set-up requirements.***

See page 2 for suggested room configurations.

***Training Room 1, 2 & 3
Room hire includes the use of the kitchenette and amenities for breaks, including tea, coffee, milk, hot and cold water, use of bar fridge, crockery and cutlery.***

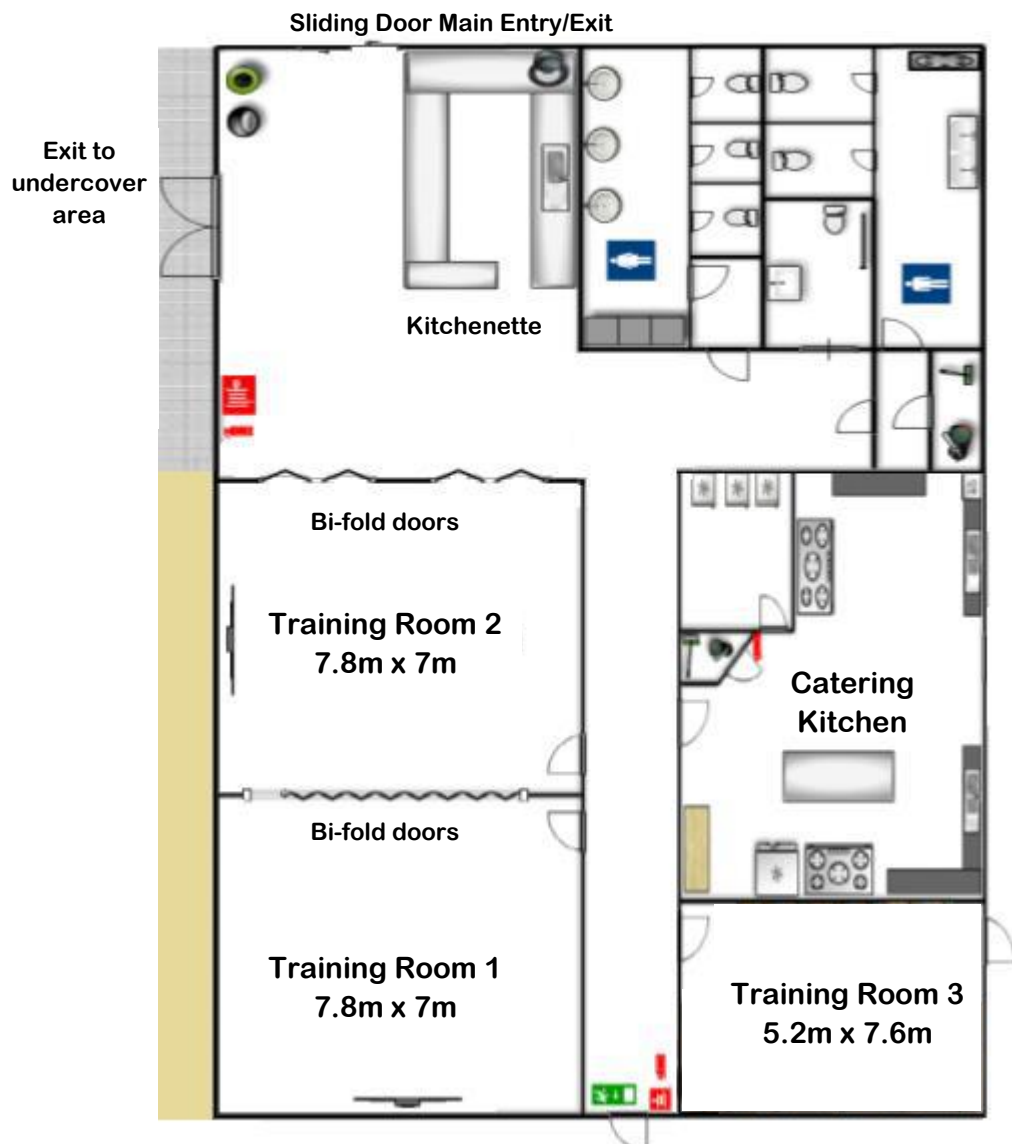
Catering Kitchen

A Catering Kitchen is located within the Conference Centre.

Hire includes the use of the following equipment:-

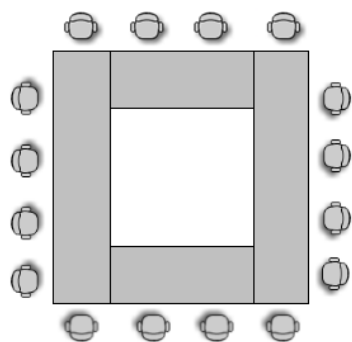
- 5 and 6 burner ovens
- Microwaves
- Griller
- Slow cookers
- Mixer and food processor
- commercial grade dishwasher
- Domestic style fridge/freezer

Hire of the Catering kitchen does not include any consumables (e.g. food wrap/containers).

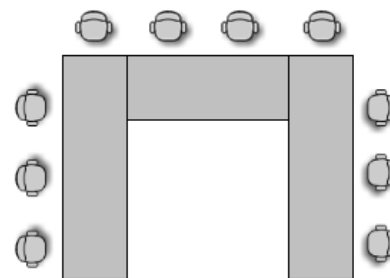


Conference Room Configurations

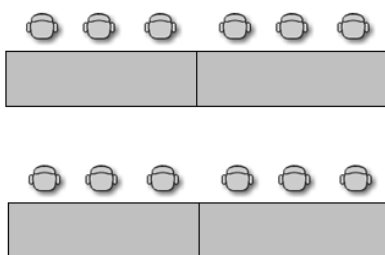
Please note that these diagrams are for guidance purposes only and are not to scale. Exact layout of tables will depend on your numbers and special requirements.



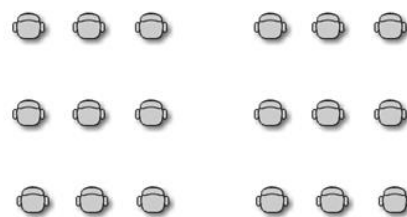
Boardroom Style



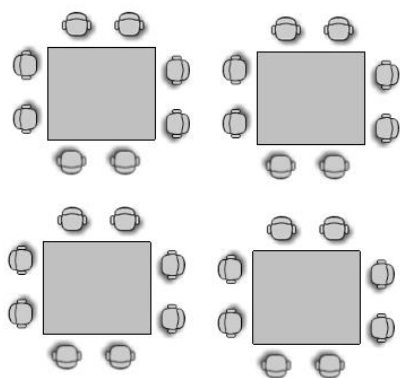
'U' Shape



Classroom Style



Forum / Theatre Style



Groups Style

Seating capacity may be affected by set-up requirements.

Conference Centre / Catering Kitchen Fee Schedule

Facility	Half Day Rate (9am-12pm or 1pm-4pm)	Full Day (9am – 4pm)
Training Room 1 or 2	\$60.00	\$100.00
Training Rooms 1 & 2	\$80.00	\$160.00
Catering Kitchen	\$40.00	\$80.00
Training Room 3	\$45.00	\$80.00
Catering Kitchen + 1 Training Room	\$80.00	\$120.00
Catering Kitchen + 2 Training Rooms	\$100.00	\$180.00
Cancellation Fee (if applicable)	50% of Hire Fee	
Out of hours (4pm - 9am and weekends)	\$20.00 flat rate per hour plus \$100.00 key fee if key is not returned	

Conditions of Hire

UnitingCare Wesley Country SA takes pride in its facilities, services and professionalism. To ensure the satisfaction of all guests, the following terms and conditions are applicable to your event. Vanessa Ferme, PTE Administrator by phoning 08 8633 9001/ 0427 469 987 or by email conference.centre@ucwcsa.org.au. Upon booking, please provide the date and time of the event, the number of guests, preference for room configurations and postal and email address for future correspondence, including accounts.

The facility is available for hire outside of normal business hours*. This will require a key and alarm code, which will incur a \$100 bond. This fee will be payable upon booking. Bookings for community events or catered functions within the training rooms will incur a \$250 cleaning bond.

UnitingCare Wesley Country SA does not provide catering for events. We can provide a list of local businesses that deliver to the facility, upon request. All catering is required to be removed at the end of your event. Food wrap and/or containers are the sole responsibility of the hirer, including the return of any containers to the caterer.

General cleaning is included in your hire fee, however additional cleaning charges may be incurred when the event has created cleaning requirements to be over and above normal general cleaning.

Hire times which cross over the allocated half day timings (e.g. 10am – 2pm), will be charged at the full day rate.

UnitingCare Wesley Country SA does not hold a liquor license. A liquor license is the sole responsibility of the hirer and if alcohol is to be served at an event, a copy of the hirer's liquor license must be produced at time of booking.

The hire fees are subject to change without prior notice, however this will not affect bookings already confirmed.

An invoice will be issued for all bookings after the event and payment of the balance is required within 30 days. All rates quoted are given in Australian dollars and are inclusive of GST.

Only free standing decorations are acceptable. Decorations of any kind will not be permitted to be attached to the walls, ceilings or doors. Any damage caused by the attachment of any decorations will incur a fee.

All events must be conducted in an orderly and lawful manner. UnitingCare Wesley Country SA reserves the right to end your event if UnitingCare Wesley Country SA reasonably believes that your event is not being conducted in an orderly and lawful manner. UnitingCare Wesley Country SA has no responsibility to you for costs, damages or expenses that you incur in relation to the termination of your event.

Conditions of Hire

UnitingCare Wesley Country SA may remove or deny entry to anybody being disruptive or acting in a disorderly manner. You are not permitted to exceed any noise levels or disturb other guests/events at the centre or disrupt operations at the complex.

If we are unable to provide the facility or any other arrangements for your event or any part of it or cannot otherwise perform the terms of the agenda due to circumstances beyond our control, we will not be responsible for any costs, damages or expenses that you may suffer or incur.

Insurance is the sole responsibility of the hirer. UnitingCare Wesley Country SA takes no responsibility for any claims by any person for loss, injury, death or damage of any kind arising from your use, or any persons attending the event, which is caused or contributed to by your negligence or that of persons attending the event.

Any breakages (crockery, furniture, equipment) must be reported to site management upon leaving the premises. Any breakages not reported or deemed as being used inappropriately will be to the cost of the hirer.

Cancellations must be made in writing (via email) to conference.centre@ucwcsa.org.au. Cancellations made with less than seven (7) days notice may be liable for the cost of the hire fees, unless the facility is re-booked, which in this case UnitingCare Wesley Country SA, in its discretion, may waive part of the cancellation fee.

There is limited parking on-site and vehicles parked on-site or on the street is done so at the owner's risk.