



A joint venture between The University of Melbourne and The Royal Melbourne Hospital

DOHERTY INSTITUTE VENUE HIRE POLICY & TERMS AND CONDITIONS OF USE

Booking Enquiries	<p>Internal clients of the Doherty can contact their department or centre administrator to arrange their bookings.</p> <p>To check availability or enquire about this policy, please contact the Doherty Reception on 03 9035 3555 or email: doherty-reception@unimelb.edu.au</p>
Purpose	<p>The purpose of this document is to set out the Doherty Institute's venue hire policy and terms and conditions of use. For the avoidance of doubt this policy applies to internal and external clients unless otherwise stated.</p>
Definitions	<p><i>Internal client</i>: is defined as an employee / student of one of the groups housed within the Doherty and includes the:</p> <ul style="list-style-type: none">• Doherty Directorate;• Department of Microbiology & Immunology (DMI);• Victorian Infectious Diseases Reference Laboratory (VIDRL);• WHO Collaborating Centre for Reference and Research on Influenza (WHO CC);• Victorian Healthcare Associated Infection Surveillance System;• Victorian Infectious Disease Service; and• Department of Medicine based at the Doherty <p>Generally, there is no venue hire fee for internal users at Doherty Institute. However, additional costs will be incurred if extra cleaning, security or AV personnel are required for your event.</p> <p><i>External client</i>: is defined as those clients who do not meet the definition of an internal client and are therefore subject to the attached fee schedule. All bookings for external clients must be approved by the Director or delegate.</p>

<p>Priority</p>	<p>Doherty Institute rooms can be booked subject to the following priorities:</p> <ol style="list-style-type: none"> 1. University timetable - teaching & education purposes 2. Doherty internal users 3. External clients conducting medical research, public health advocacy or related activities 4. External users
<p>Coverage</p>	<p>This policy covers the following rooms in the Doherty Institute:</p> <ul style="list-style-type: none"> • Auditorium (GM004) • Seminar Rooms on the Mezzanine Level; (GM002 & 03) • Burnet Room; and (1003) • Tea Room <p>Please note that the Level 5 Tea Room can only be booked under exceptional circumstances and only with approval from the Director.</p> <p>The Practical classroom is available for hire but users may incur commissioning costs for laboratory support staff and equipment. All practical classroom bookings must be cleared with the Head of DMI before any bookings can proceed.</p> <p>The Doherty Institute may make its spaces available for hire to external clients when not being used for teaching, learning, or research purposes. While we welcome the opportunity to assist external clients it should be noted that facilities are primarily designed for university and do not offer all of the facilities of a conference centre.</p>

TERMS & CONDITIONS OF USE

When booking a venue in the Doherty Institute you agree to the following terms and conditions of use. Failure to comply with the following may result in additional charges being levied against you.

<p>Terms & Conditions of Use</p>	<ul style="list-style-type: none">• Security must be arranged for all events taking place outside of usual business hours 7.45am to 5.30pm. Please follow link to download and complete the <i>University of Melbourne Security Proforma</i> and email to doherty-reception@unimelb.edu.au• At the end of your event furniture must be returned to its original configuration. It is the responsibility of the user to leave the room in a clean and tidy state for the next user.• For all externally organised events, or internally organised events that the general public can attend, a dedicated Event support staff member must be present for the duration of the event. The staff member will be the single point of contact for clients and will ensure that, if outside normal business hours, that security has been retained, assist with set-up and pack down, prepare signage, and will also be responsible for first aid and emergency evacuations if required. Event Support Staff fees are \$140 for the first four hours and \$35 per hour thereafter.• Where catering is provided, cleaning services must be arranged.• Catering and all associated arrangements are the responsibility of the hirer. The Institute will not accept responsibility for lost or misplaced catering.• If alcohol is being supplied, a liquor licence for your event should be in place.• Internal clients are strongly discouraged from booking facilities on behalf of external clients, and are responsible for any bookings they make.• All external bookings must be accompanied with a completed <i>Venue Booking</i> form located in the Appendix 1 of this policy.• An invoice will be issued, per the <i>Venue Hire Costs Schedule</i> located at Appendix 2, prior to the scheduled date of your event.• Cancellations after invoicing will incur a fee.• External clients are required to hold their own public liability insurance to the value of \$10 million. The Institute may ask for a copy of your certificate of currency at any time.
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APPENDIX 1

VENUE HIRE BOOKING FORM¹

Which Room do you wish to hire	
How many attendees are you expecting?	
Proposed date(s) of your event	
Name of your Organisation	
Address of your Organisation	
Name of Contact Person	
Hire Price	
A brief description of your event	
Additional Services or Equipment Required	

¹ *External Clients Only*

APPENDIX 2

VENUE HIRE COSTS SCHEDULE²

Venue	Full Day Rate Ex GST	Half Day Rate Ex GST	Weekend/Public Holiday / after hours Rate Full Day Ex GST	Weekend/Public Holiday / after hours Rate Half Day Ex GST
Auditorium (200 Capacity)	\$1150.00	\$720.00	\$1460.00	\$1110.00
Seminar Rooms (40 & 20 capacity)	\$640.00	\$420.00	\$980.00	\$780.00
Burnet Room (15 Capacity)	\$640.00	\$420.00	\$980.00	\$780.00
Tea Room	Upon application			
Practical Classroom	Upon application			

² External clients only