

DOHERTY INSTITUTE VENUE HIRE

POLICY & TERMS AND CONDITIONS OF USE 2023

Booking Enquiries

Internal clients of the Doherty can contact their department or centre administrator to arrange their bookings.

External clients please contact doherty-reception@unimelb.edu.au

To check availability or enquire about this policy, please contact Doherty Reception doherty-reception@unimelb.edu.au

Purpose

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.

Definitions

Internal client: is defined as an employee / student of one of the groups housed within the Doherty and includes the:

- Doherty Directorate
- Department of Microbiology & Immunology (DMI)
- Victorian Infectious Diseases Reference Laboratory (VIDRL)
- WHO Collaborating Centre for Research and Reference on Influenza (WHO CC)
- Microbiological Diagnostic Unit (MDU) Public Health Laboratory
- Victorian Healthcare Associated Infection Surveillance System
- Department of Infectious Diseases
- Victorian Infectious Disease Service
- Guidance group
- Victorian Tuberculosis Program
- Melbourne Bioresources at the Doherty Institute

Generally, there is no venue hire fee for internal users at Doherty Institute. However, additional costs may incur if extra cleaning, security or AV personnel is required for your event.

External client: 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 Directorate or delegate.

Priority

Doherty Institute rooms can be booked subject to the following priorities:

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

Coverage

This policy covers the following rooms in the Doherty Institute:

- Auditorium (G004)
- Seminar Rooms on the Mezzanine Level; (GM002 & GM0003)
- Burnet Room (1000)
- Tea Room (5000)*

*Please note that the Level 5 Tea Room can only be booked under exceptional circumstances and only with approval from the Directorate.

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.

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.

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.

Terms & Conditions of Use

- The core business of the Institute is its own teaching, research and engagement. During [University teaching periods](#), the use of all rooms and facilities are prioritised for these and other core Institute business, as so your event hire request may be rejected or bumped within the weeks/month leading up to it.
- Venues are hired out on flat half day (up to four hours) and full day rates.
- 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.
- 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 Venue Booking form located in the Appendix 1 of this policy.
- 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.

Security	Security must be arranged for all events taking place outside of usual business hours 8.30am to 5.30pm. This will be arranged via the Doherty Institute events team at doherty-reception@unimelb.edu.au
Catering	<ul style="list-style-type: none"> • Where catering is provided, cleaning services fees may apply. • Catering and all associated arrangements are the responsibility of the hirer. The Institute will not accept responsibility for lost or misplaced catering. • Please ensure catering removes all their equipment, e.g. plates and platters by the end of your booking • If alcohol is being supplied, a liquor licence for your event should be in place.
Event support staff	For all externally organised events, or internally organised events that the general public can attend, a dedicated Doherty 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 \$255 (weekday rate) for the first three hours and \$85 per hour thereafter.
Invoicing	An invoice will be issued, per the Venue Hire Costs Schedule located at Appendix 2. We will invoice you at the conclusion of the event.

Note – These appendices are for external clients only.

APPENDIX 1 - VENUE HIRE BOOKING FORM

Room Hire	
Which venue do you wish to hire?	
How many attendees are you expecting?	
Hire Price (refer to appendix 2)	
Event	
Name of event	
Proposed date(s) of your event	
Time of your event	
Type of event e.g. Meeting, workshop, seminar	
Format (in-person/Hybrid/online)	
Program (if applicable) e.g. 2 hours presentations/Q&A, 1 hr networking	
A brief description of your event	
Are you providing catering? Will you require a kitchenette?	
Contact Details	
Name of Contact Person	
Position	
Organisation	
Phone	
Email	

APPENDIX 2 - VENUE HIRE COSTS SCHEDULE 2022

Venue	Rate (Ex GST)			
	Weekday - Full Day	Weekday - Half Day	Weekend/Public Holiday/After Hours - Full Day	Weekend/Public Holiday/After Hours - Half Day
Auditorium (200 Capacity)	\$1,313	\$854	\$1,675	\$1,270
Seminar Rooms (40 & 28 capacity)	\$738	\$503	\$1,170	\$885
Burnet Room (16 Capacity)	\$738	\$503	\$1,170	\$885
Tea Room	Upon application			
Practical Classroom	Upon application			

<https://www.doherty.edu.au/about/venue-hire>

Notes

- Full day – 4-8 hours
- Half day – 4 hours or less
- After hours refers to before 8.30am and after 5.30pm
- **Please note - Booking time includes set-up and pack-down of event space**