

# HERE FOR MEETINGS

Application for Hire



ACON's Meeting Centre at 414 Elizabeth Street, Surry Hills has a range of multi-purpose meeting rooms that are made available to groups and organisations at very reasonable rates.

ACON has a commitment to ensuring its financial sustainability and uses the hire of its rooms and facilities to generate revenue to support our vital work to enhance the health and wellbeing of our communities by ending HIV transmission and promoting the lifelong health of LGBTI people and people with HIV.

Find out more at [acon.org.au](http://acon.org.au)

## AVAILABILITY

Rooms can be booked for meetings between:

9.00am and 9.00pm Monday to Sunday

THE CENTRE IS CLOSED ON PUBLIC HOLIDAYS, BETWEEN CHRISTMAS AND NEW YEAR, AND WEEKENDS WHERE PUBLIC HOLIDAYS FALL.

## FACILITIES

There are a range of rooms, configurations and equipment available for hire as outlined in Room Capacity and Equipment Hire Rates.

## ACON DOESN'T PROVIDE:

- Photocopying facilities
- Car parking
- Message delivery
- Use of telephones  
(except in cases of an emergency)

## CATERING

Catering is available through our in-house caterers the Catering Specialists. Catering information can be found [here](#). Packaged Menus can be found [here](#).

## AFTER HOURS ROOM HIRE

As we provide very cost effective meeting and conference room hire to the community we have limited staff in attendance during weekends and after hours.

Organisations that require room hire outside the operating hours, Mon - Fri 9.00am – 6.00pm, are required to collect an access swipe prior to the hiring time. All swipes must be returned prior to exiting and deposited in the key return box at reception.

The use of meeting rooms for non-meeting activities, such as rehearsals, must be outlined in the Booking Form and will require the necessary approval.



## CAPACITY CHART

Room	Capacity		Rates #		
	Theatre Style	Board Room	Half Day	Full Day	Per Hour
3.01	16	12	\$135	\$240	\$40
3.02	12	8	\$135	\$240	\$40
3.03	16	14	\$135	\$240	\$40
3.02-3.03*	30	22	\$245	\$435	\$70
3.04	16	12	\$135	\$240	\$40
3.05	16	12	\$135	\$240	\$40
3.06	16	12	\$135	\$240	\$40
3.07	21	14	\$175	\$310	\$50
3.08	21	14	\$175	\$310	\$50
3.09	21	14	\$175	\$310	\$50
3.07-3.08*	48	32	\$315	\$470	\$100
3.07-3.09*	72	46	\$390	\$570	\$110
3.13	N/A	4	\$50	\$90	\$20
3.14	N/A	4	\$50	\$90	\$20

\* Rooms can be booked individually or in multiples to provide a larger meeting space.

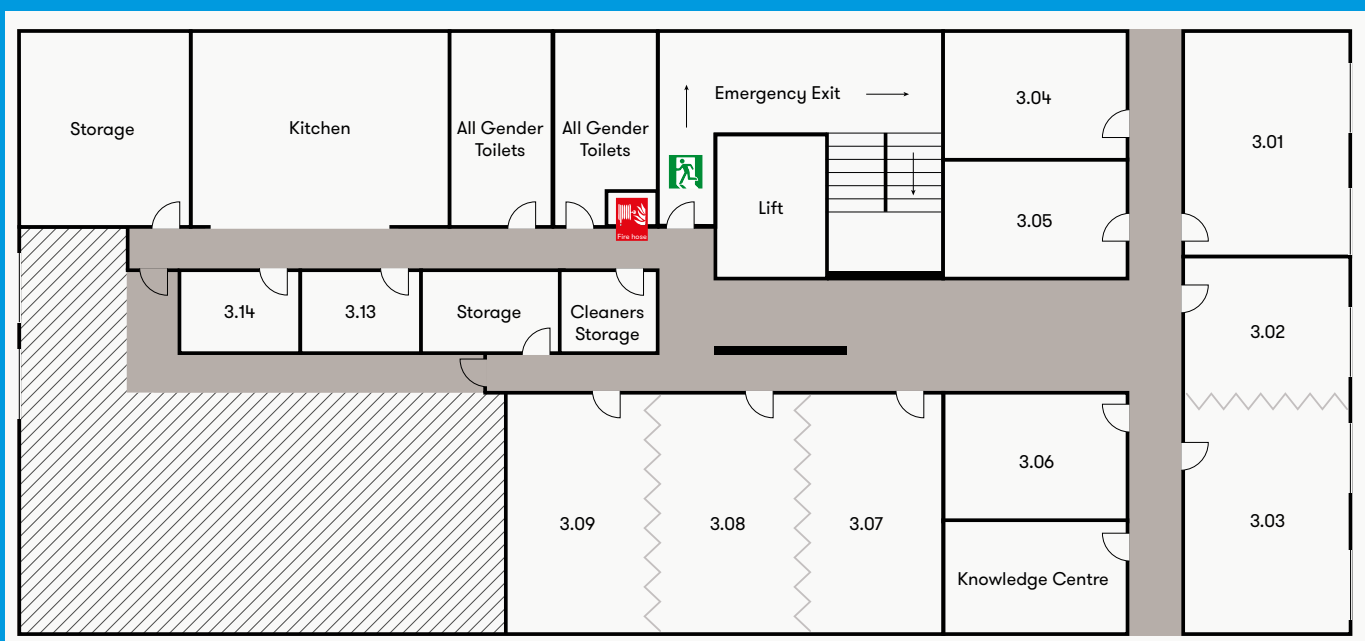
## EQUIPMENT & CONSUMABLES

Equipment & Consumables	Cost per day	Cost per half-day
2 projector/screen package including splitter box & cables	\$270	\$160
Data Projector	\$110	\$80
Screen	\$50	
Audio - Single speaker w/ standard or cordless Microphone	\$80	\$50
Hearing Loop available	Free	Free
Electronic Whiteboard/ Whiteboard	Free	
Flip Charts	\$18 per chart	
Conference Phone (includes line)	\$75	
Laptop	\$150	\$80

# ALL PRICES ARE EXCLUDING GST

^ Set up and weekend surcharges may apply.

## FLOOR PLAN





Name of Company or Organisation:

ABN:

Address:

Responsible person's name:

Contact number:

Email address:

Booking Dates and Times:

Number of people:

Room preference:  
(refer to capacity sheet)

Are additional break out rooms required (please specify):

Room Set Up:  
(please tick one)  Theatre  Board Room  Class Room  U-Shape

I would like to be contacted regarding catering options:  YES  NO

Yes I agree to abide by ACON's Use of Rooms TERMS AND CONDITIONS  
(Please remember to also sign the Terms and Conditions page)

Signed by the applicant:		Date	
Name:	<input type="text"/>	Position:	<input type="text"/>
Mobile Phone #:	<input type="text"/>		<input type="text"/>
Contact person's signature:		Date	

Forms can be returned via:

Email: [meetings@acon.org.au](mailto:meetings@acon.org.au)  
Fax: 02 9206 2134  
Post: ACON Meeting Centre  
414 Elizabeth Street  
Surry Hills, NSW 2010

Receipt of the Booking Inquiry Form does not guarantee a booking. We will confirm availability within 2 working days of receipt of your booking reservation. A booking is confirmed upon receipt of the signed terms and conditions and should be received within 7 days of the availability confirmation.

**PAYMENT:** Bookings under \$500 are to be paid in advance or on the day of the booking by credit card.



A booking is confirmed upon receipt of a signed copy of these terms and conditions together with any applicable deposit.

ACON agrees to hire to the Hirer the Venue/s together with any Equipment indicated on the Application Form in accordance with the Terms and Conditions of Hire set out in this document and in any attached documents.

he Hirer agrees to be bound by the Terms and Conditions of Hire and by any additional conditions which ACON may notify to the hirer prior to the commencement of hire.

All casual hirers of ACON's facilities have a responsibility to conduct their activities in a safe manner for all involved, and to ensure risks are minimised. Any incidents/accidents, (regardless of any fault) or hazards identified must be reported to ACON.

## → Responsible Officer

The Application for the Use and Hiring of ACON Meeting Rooms must be signed by the person identified as responsible for the application and who will be responsible for the space booked and any equipment used in conjunction with the space. The Hirer is responsible for the adherence to general occupational health & safety standards.

## → Alcohol

Alcohol is not permitted on ACON premises at any time unless specifically approved by ACON and is based on meeting the conditions for the responsible service of alcohol. The people or person serving the alcohol must hold a Responsible Service of Alcohol Certificate. (ACON Health Limited may request presentation of such a certificate).

## → Cancellation of Room Hire

Organisations who hire rooms are required to give at least 7 days' notice of Cancellation.

A 50% cancellation fee will apply if less than 7 days' notice is given and 25% cancellation fee if less than 30 days.

## → Catering

Outside catering is not permitted. ACON has an agreement in place with The Catering Specialists who are located onsite. Details and Menus are attached.

## → Displays and Decorations

The hanging of streamers, flags, bunting or other decorations or the erection or placing of any structures will not be allowed unless prior permission has been granted. No nails, tacks, screws etc. may be placed in the walls, floors, or furniture. All decorations must be removed from the building after use, and the Hirer is responsible for the removal of all waste and unused materials after the activity.

## → ACON Environmental Policy

ACON is committed to helping the environment. Several waste saving procedures have been implemented and we ask that you comply with these.

## → Electrical Equipment

No connection to, or interference with, the electrical installation, lighting, fittings or other equipment will be allowed without prior consent.

## >> Maintaining Order and Noise Management

The Hirer shall be responsible for the maintenance of good order during the period of the room hire and he/she will not permit or support disorderly or offensive behaviour.

# ACCEPTANCE

The terms and conditions above must be signed dated and either emailed, faxed or delivered to ACON within 72 hours of making your booking.

Email: [meetings@acon.org.au](mailto:meetings@acon.org.au)

Post: ACON Meeting Centre, 414 Elizabeth St,  
Surry Hills, NSW 2010

## → No Smoking Policy

The ACON building is a smoke-free workplace. Smoking is not allowed anywhere inside the ACON premises. (Smoking is allowed outside the building around the corner in Devonshire Street to the left of the main entrance).

## → Payment

Bookings under \$500 are to be paid in advance or on the day of the booking by credit card.

## → Public Liability

ACON Health Limited Public Liability Insurance cover does not extend to the negligence of the hirer and ACON shall not be responsible for the injury, loss or damage to the person or property of the hirer, or any person in their employ or under their direction or any person attending any function organised by the hirer. Companies and Incorporated Associations are responsible for providing their own Public Liability insurance. It should be noted that all personal property of the conference organiser/facilitator and delegates is the sole responsibility of the organiser/ hirer.

## → Relocation

ACON reserves the right to relocate a booking to a suitable alternative room if required.

## → Right of Refusal

ACON reserves the right in its absolute discretion to refuse to accept any booking or to cancel any booking already made and shall not be liable in any way for any loss or damage. In the event that a paid booking is cancelled by ACON, a full refund will be issued. Breaches of ACON's security and safety procedures or terms and conditions may result in refusal for further bookings.

## → Safety and emergency procedures

The following safety, security and emergency procedures are mandatory for all groups/individuals using ACON meeting rooms both during and after business hours. Your further bookings may be revised if these procedures are not followed.

1. Any spills must be cleaned up immediately. There are paper towels in the kitchen on level 3.
2. Under no circumstances should any flammable items including candles be used in the Meeting Centre. If the fire alarm is activated by the Hirers use of a flammable item the Fire Brigade fee will be charged to the hirer.
3. In the event of an emergency such as a fire, the responsible person agrees to act as an emergency coordinator to ensure that everyone in their group is evacuated from the building safely and directed to the Evacuation Assembly Area.
4. Evacuation maps for the Evacuation Assembly Area can be viewed onsite next to the lift on Levels 1 to 5 and near the lift and entrance to the cafe on Ground Floor. The Meeting Centre Evacuation Plan is attached.
5. Under no circumstances should the hirer or its guests adjust the concertina dividing doors in the meeting rooms. These doors are to be adjusted by authorised staff only.
6. Under no circumstances is anything to be glued to the walls, windows, or the dividing doors.
7. In the event of an evacuation or other emergency you agree to contact the ACON Facilities Supervisor on 0400 553 361 or Director of Corporate Services on 0400 469 596.

## → Vacating the rooms

The room is to be vacated within the booked time in order to facilitate other hirers using the facilities.

Name

Signature

Date / /

## ACCESS & SECURITY

The ACON building is open and staffed between 9.00am and 6.00pm weekdays. The front door is locked outside of these hours. If your meeting is held outside these hours, you will need to collect a Swipe from Reception before 5.45pm on the day of use (or 5.45pm on Friday if using the rooms on the weekend). A swipe bond of \$30.00 may be required for some bookings.

If your meeting is during business hours you may also like to borrow a swipe from Reception so that you can enter and exit the Meeting Centre without having to see reception each time. This swipe must be returned to reception before you exit the building.

The ACON's Insurance Policy does not cover personal belongings for anyone in the building. Meeting attendees should not leave bags, wallets or other valuables unattended in meeting rooms or waiting areas. Attendees should be advised of this by meeting organisers.

## AFTER HOURS

When exiting after business hours the security swipe must be placed in the Return Box at Reception.

The front door and any other external exit doors including the ground floor fire exit door must not under any circumstances be left unlocked or propped open. You must ensure your group is met at the front door, and that you only let the people attending your meeting into the ACON building.

There is an intercom phone located near the lift for the use of visitors to contact the Meeting Centre and some other areas of the building after hours.

Anyone wanting to gain access to the building after hours that is unable to identify an individual they are meeting or group they are attending should NOT be admitted into the building without further clarification. Should any incident arise, inform the Facilities Supervisor or Director of Corporate Services and if necessary the Police.

When leaving the building after hours it is essential that each person ensures that doors are secured behind them, and that the designated person for each group is the last person to leave. The only exit from 414 Elizabeth Street is through the front door.

To exit the building simply press the green button situated to the left of the front doors. The fire exit door is alarmed and should only be used in an emergency.

