



BUSINESS & INNOVATION CENTRE VENUE HIRE

info@dka.com.au | 08 8959 6000

ORGANISER CONTACT DETAILS

Name:	Mobile/Landline:
Email:	
Accounts Email (for invoicing purposes):	
Organisation/Department (for invoicing purposes):	

EVENT DETAILS

Event facilitator on the day:		<input type="checkbox"/> same as above
Email:	Mobile number:	
Event Title:		
Event Date(s):		Number of delegates:
<input type="checkbox"/> Half day (Up to 4hrs)	<input type="checkbox"/> Full day (4 - 8hrs)	Start time:
		Finish time:
Comments / Additional Details:		

Smoking Ceremony, Welcome to Country and/or Dancing Ceremony, can be arranged with **four[4] weeks notice** by Lhere Artepe Aboriginal Corporation (the native title body for Desert Knowledge Precinct) on (08) 8953 6555 or email admin@lhereartepe.org.au

DKA can liaise on your behalf at a 15% admin fee including sufficient notice.

ROOMS (Please tick all that apply)

Prices are effective as of **1 Feb - 31 Dec 2024**

- Room/s will be available for setup purposes 30 minutes before/after the event. If further time is required, fees may apply.
- Not-for-Profit rate on application (contact info@dka.com.au)

Room/Venues	Capacity/Possible Setup Styles (Organiser's Responsibility)	Rates (8:30am - 4:30pm) (incl. GST)	Additional \$70 per hour Outside hours rate
<input type="checkbox"/> CORKWOOD Room	<input type="checkbox"/> 25 people; U-shape / boardroom-style <input type="checkbox"/> 35 people; classroom-style <input type="checkbox"/> 50 people; workshop-style <input type="checkbox"/> 70 people; theatre-style	<input type="checkbox"/> Full day: \$720 <input type="checkbox"/> Half day: \$390	<input type="checkbox"/> Outside hours use (Must be pre-arranged) <i>*Applies when rooms are booked outside the normal business hours, including Weekends & Public Holidays</i>
<input type="checkbox"/> AKALTYE Room	<input type="checkbox"/> 20 people; boardroom-style <input type="checkbox"/> 30 people; workshop-style	<input type="checkbox"/> Full day: \$590 <input type="checkbox"/> Half day: \$360	
<input type="checkbox"/> CASSIA Room	10 people; boardroom-style	<input type="checkbox"/> Full day: \$330 <input type="checkbox"/> Half day: \$180	
<input type="checkbox"/> BUSH PASSIONFRUIT Room	8 people; boardroom-style	<input type="checkbox"/> Full day: \$180 <input type="checkbox"/> Half day: \$100	
<input type="checkbox"/> Outdoor Venue	negotiable	Contact Us	
<i>Note: Alternative venues with our Precinct Partners may be available and DKA can book on your behalf. Rates and hours may vary.</i>			

AUDIO AND VISUALS (Please tick all that apply)

*Subject to availability.

Equipment*	Rates: per day (Includes GST)	
<input type="checkbox"/> Video conference equipment and line	<input type="checkbox"/> Full day: \$195	<input type="checkbox"/> Half day: \$100
<input type="checkbox"/> TV screen only (on a mobile stand)	<input type="checkbox"/> Full day: \$110	<input type="checkbox"/> Half day: \$60
<input type="checkbox"/> Data projector	<input type="checkbox"/> Full day: \$110	<input type="checkbox"/> Half day: \$65
<input type="checkbox"/> PA system / Speaker	<input type="checkbox"/> Full day: \$150	<input type="checkbox"/> Half day: \$80
<input type="checkbox"/> Whiteboard and markers	<input type="checkbox"/> No charge	

ADDITIONAL SERVICES (Please tick all that apply)

Services	Rates (Includes GST)
<input type="checkbox"/> Tea and coffee	\$3.50 per person, all day
<input type="checkbox"/> Printing and photocopying	Black and white: 50¢ per page Coloured: \$1 per page
<input type="checkbox"/> Laminating	A4: \$1 per page A3: \$2 per page
<input type="checkbox"/> Book Binding <i>A4 Portrait & Landscape; A3 Landscape</i>	Up to 200 pages \$5 per binding
<input type="checkbox"/> General cleaning services <i>(E.g. pre-arranged clearing of cups and dishes for dishwashing, clearing trays)</i>	\$90 per hour
<input type="checkbox"/> Dancing Ceremony (requires pre-booking) <input type="checkbox"/> Welcome to Country (requires pre-booking) <input type="checkbox"/> Smoking Ceremony (requires pre-booking)	Price on application

ADDITIONAL FEES MAY APPLY

Extra cleaning fee <i>(E.g. unarranged clearing of cups and dishes for dishwashing, clearing trays, intensive vacuuming or steam cleaning, stain removal)</i>	\$105 per hour + cleaning equipment hire costs
Damages	At cost

On completion and payment of the deposit, DKA will send a booking confirmation form to the nominated email address and invoices accordingly. Room bookings charges are to be paid in full 14 days prior to the event start date.

POLICIES, TERMS AND CONDITIONS

Holding period

- The room/s are placed on a 14 day hold during which time, **a completed booking form and deposit are required, or you forfeit your reservation.**
- For room bookings with less than 2 weeks' notice prior to their booking date, a full payment for the booking is required at the time of confirmation.

Deposits

- To secure your booking, a deposit fee of \$100, purchase order, or full payment of the total invoice amount is required.

Payments and Discounts

- An invoice covering the venue hire, equipment hires and services, is due to be paid 2 weeks (14 Days) before your booking date/s.
- An additional invoice will be sent for any additional facilities, incidental damages or charges incurred during the event.
- Not-for-Profit discount is a 30% discount on room hire rates (excl. equipment and other services). Application required.
- DKA only accepts bank to bank transfer payments at this stage.

Cancellation Policy

It is the organiser's responsibility to notify DKA if the booking will be cancelled. If any payment has been made, the refunds are applicable as per the below conditions:

Cancellation notice period:	Cancellation Charges
X - 22 days notice to booking start date	No cancellations Charges
21- 14 days notice to booking start date	15% of total booking fees or \$100 deposit fee (whichever is higher)
14 - 7 days notice to booking start date	50% of total booking fees
Less than 7 days - 24 hours prior to booking start date	100% of total booking fees
Less than 24 hours Notice, No Notice or No Show	100% of total booking fees

- o DKA reserves the right to keep any applicable fees and charges, including the total cost of the booking, on events cancelled due to breach of agreement (written or verbal) within the booking terms and conditions.
- o All cancellation requests must be made via email to - info@dka.com.au

Terms and Conditions

- o The organiser is responsible for the orderly conduct of attendees and will bear the cost of any damage to the building, furniture, or equipment, which has occurred during or as a result of the event.
- o Patrons and guests must behave in an appropriate manner whilst in the BIC premises (cleanliness, noise, sharing of common areas, etc.).
- o Desert Knowledge Australia does not accept responsibility for any loss, damage or theft of items brought on the precinct.
- o No adhesives are to be used on painted walls (acceptable to be used on glass or gloss-paint doors).
- o No glitters or confetti to be used within the building.
- o Any catering is to be cleared, and dishes rinsed and stacked in dishwashers prior to departing the venue. An extra cleaning fee may be applied if the room or kitchenette is not left in the original condition.
- o Rooms are available during business hours (8:30 am - 4:30 pm; Monday to Friday). An afterhours fee applies if the room is used outside of business hours, including weekends and public holidays.
- o Meetings must be completed per the agreed booking time. Events going beyond planned meetings hours will attract additional fees in lieu of additional staffing requirements. (\$85/hr. minimum 3 hours).
- o Children brought into the venue must be kept supervised by their guardians, at all times. DKA will not be held liable to any injury howsoever caused, including but not limited to the negligence of the child's guardian.
- o DKA reserves the right to change these terms and conditions at any time, without prior notice.

Administration

The organiser is responsible for the set-up and pull-down of the room. Organisers can also bring their own equipment (projector, screen, microphone, speaker, etc.) if they prefer.

The Business Innovation Centre has an events coordinator (DKA staff) that will be happy to assist on your booking queries and basic events requirements on the day of your booking. We advise to please arrive prepared with handouts or any other event-related materials you require, and ensure all technology is working prior to the start of your event. A run-through of any on-site technology as well as the building layout, etc., is highly recommended and can be pre-arranged.

Afterhours Use / Vacating the Desert Knowledge Precinct

The Precinct must be vacated no later than 5:30 pm (gates close at 6:00 pm), unless arranged otherwise.

Catering

DKA does not organise catering. **All catering is the responsibility of the event/meeting organiser**, including post-event clearing up. All items must be rinsed and stacked in the dishwasher before vacating the Precinct. All rubbish must be picked up and placed in the bins provided. Extra cleaning fee will apply if the room or kitchenette is left in unsatisfactory condition.

DKA provides complimentary use of the hot water urn, as well as crockery, cutlery, and glassware.

Events/meeting organisers are free to use the suppliers/caterers of their choice; making sure that there is adequate information provided to the caterers and DKA (organisation name, contact person, meeting room, date/time of delivery, etc) so we can assist in making sure your catering gets delivered accordingly.

DKA does not accept responsibility to any medical issues resulting in minor or permanent damage including death caused by any products of a third-party catering service/s or any misuse of any DKA equipment.

Vehicle Parking

Please respect the Arrernte Land that the BIC stands on and use the designated Visitors' Car Park.

Pets and Wildlife

The Desert Knowledge Precinct is a Land for Wildlife zone, and under our **Indigenous Land Use Agreement (ILUA)**, we have an obligation to care for the wildlife on the Precinct. Domestic pets and animals are not allowed on the Precinct.

Please note: This rule does not apply to service animals.

For visitors' safety, we advise that all visitors wear closed footwear and be careful where they walk around the precinct.

CONSENT TO USE IMAGES

As the Authorising Officer for the above-mentioned organisation, I provide / do NOT provide consent to Desert Knowledge Australia for the use of video and photographic documentation of our event at Desert Knowledge Precinct for the purposes of its future marketing, reporting and corporate publications.

Should any participant in my care not wish to have their identity disclosed or image recorded, I will ensure advanced notice is provided to DKA at: info@dka.com.au

Signed acceptance of Terms and Conditions: <i>Insert Name/Signature</i>	Date of submission:
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