

TAS GUILD ROOM HIRE - CLIENT INFORMATION



Our training/meeting room & board room are light and airy with views of either Mount Wellington or the waterfront.

The rooms are fully air conditioned and ideal for board meetings, small to medium size group meetings, interviews, presentations and training.

A small breakout room is also available for use in conjunction with the other rooms. The rooms are available for full or half day hire.

Note: the rooms are not available for hourly hire or for evening or weekend events.

WHERE TO FIND US

Our rooms are located on the second floor at 38 Montpelier Retreat, Battery Point.

We are just around the corner from Salamanca Place and Parliament House and a short 5 minute walk from the Hobart CBD. There are a number of car parks offering all day and hourly parking nearby (see terms & conditions for further details).

TRAINING/MEETING ROOM \$180 full day \$100 half day

Our training & meeting room is bright, light and ideal for medium to small meetings. The full wall of large windows provides wonderful views of the mountain.

The room has a data projector & screen, 55" wall mounted television, electronic whiteboard and wifi, all of which are included in the room hire charge.

BOARD ROOM \$90 full day \$45 half day

Our corporate board room has views over Salamanca and the waterfront and is ideal for formal board or committee meetings. The room has complementary use of an electronic whiteboard and wifi. A data projector is available on request.

ROOM CONFIGURATIONS

	U SHAPE	THEATRE	CLASSROOM	BOARDROOM
TRAINING/MEETING ROOM	18	40	24	18
BOARD ROOM				8 - 10

LAPTOPS & CONFERENCE PHONE

Up to 10 HP laptops are available for hire at \$10 per laptop per day. A conference phone can be provided on request (additional charges apply). Please discuss your needs with our friendly staff when you make your booking.

Note: the basic setup for laptops is included in the room hire charge. Additional IT needs such as loading up of specific software will incur extra charges.

CATERING OPTIONS

Continuous tea, coffee and biscuits is included in the room hire charge. We can organise catering for lunch, morning tea and afternoon tea if required or you are free to organise your own. Please ask about catering options when you make your booking.

Note: the serving of alcohol is not permitted.

All prices listed are GST inclusive. Call charges apply for conference calls. Guild members receive a 10% discount on the venue hire fee.



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EVENT DETAILS

Event details (other than catering) must be finalised with the Guild 14 days prior to the date of the event. These details will be entered into an event order, a copy of which will be forwarded to the client to sign and return.

CONFIRMATION OF NUMBERS

For all Guild catered events, the Guild must be advised of the approximate number of participants at least one (1) week before the event. Final guaranteed numbers are required 2 working days prior to the event.

CATERING

A complementary self-serve refreshment station providing tea, coffee and biscuits is available for use free of charge throughout your meeting. A Nespresso Coffee Machine can be provided at a cost of \$1 per coffee pod. Catering can be organised if required. A 10% administration cost applies in addition to the cost of the catering. Please discuss your requirements with our staff. The Guild must be advised of any dietary requirements at least 2 business days prior to the event. The serving of alcohol during functions is not permitted.

PAYMENT & SURCHARGES

The Guild office is staffed Monday – Friday, 9:00am – 5:00pm. If you require access to a meeting room outside of these hours please discuss your requirements with our staff. Events that are scheduled to begin prior to 8:30am and/or finish after 5:30pm will incur a surcharge. The rooms are not available for hire for events that commence after 6.00pm or on weekends.

The organiser agrees to begin the event and vacate the room at the scheduled times. If the event continues beyond the agreed finishing time an additional \$50.00 p/ hour will be charged.

If your event setup requirements exceed general room setup (i.e. extra laptops, hand-out sheets, posters, etc) you will be charged a fee (TBC on request).

Final payment is required within 7 days of the issuing of the invoice.

CONFIRMATION & CANCELLATIONS

Confirmation must be received within 7 working days of the original booking being made. The Guild reserves the right to cancel the booking and re-allocate the room if this requirement is not met.

If your event is cancelled, the Guild requires written notification:

- Notice received within 5 working days of the event: 50% of the room hire cost will be charged.
- Notice received prior to 5 working days of the event: no fee.

INSURANCE

The Guild assumes no responsibility for damage or loss of client property before, during, or after an event. Organizers should ensure they have adequate insurance for valuable items.

LIABILITY

The Guild reserves the right to cancel or refuse a booking without liability if it has reason to believe the function will affect the smooth running of the Guild's business, its security or reputation.

DELIVERIES

Guild staff are to be advised of all deliveries for the event at least 1 working day in advance. The Guild is not responsible for goods that are incorrectly delivered. Return of goods at the conclusion of the event is the organisers responsibility.

CAR PARKING

There is no car parking available in the Knopwood House car park. The closest available car park is the CarePark located to the South of Knopwood House (40 - 44 Montpelier Retreat). This is charged at \$11 per day or \$2 per hour. There are also 3-hour meters available on Montpelier Retreat and other car parking facilities available nearby.

LAPTOPS/AV

Audio visual equipment and laptop computers (10) are available for hire. While in use, this equipment is the responsibility of the hirer and any damage as a result of misuse will be billed to the hirer.

WiFi and laptop access information is provided upon arrival at the Guild office. Installation of additional software on Guild laptops will incur a fee. Any additional IT requirements including setup of your organisations laptops or other devices will also incur a fee and must be advised of at least 2 working days prior to your event.

WALL HANGINGS

Material may be hung on the training room walls with BLU-TACK only (Blu-Tack can be provided on request). Nothing is to be nailed, screwed, or stapled to the walls, doors, windows or other surfaces.

ANY DAMAGE TO EQUIPMENT AND/OR PROPERTY BEYOND NORMAL WEAR AND TEAR IS THE RESPONSIBILITY OF THE HIRER.

TERMS & CONDITIONS

To ensure your event is a complete success, please carefully review our terms and conditions.

