

# Terms and Conditions for Engineering House Room Bookings

## Booking Confirmations

Once a Booking Form has been submitted and the event has been confirmed by Engineers Australia staff, an Event Confirmation email will be forwarded to the host of the event. In the event, that the room is not available, Engineers Australia will liaise with the event host for an alternate date.

## Cancellations

Please provide Engineers Australia staff at least 48hrs notice in the event of a cancellation.

## Catering

**Engineers Australia Groups only** - Catering can be organized with a minimum of 48hrs. Changes to catering are not permitted within 48hrs of the event. Catering changes must be made in writing to [eagevents@engineersaustralia.org.au](mailto:eagevents@engineersaustralia.org.au)

**External Bookings** (non-Engineers Australia groups) – all external companies or Organisations who will be utilizing a room within Engineering House must confirm a catering supplier of their choice for their catering needs.

Engineers Australia preferred supplier

<http://shop.brisbanequalitycatering.com.au/>

## Payment (external bookings only)

Please see below full a list of room pricings.

| Room              | Capacity                      | ½ day    | Full Day |
|-------------------|-------------------------------|----------|----------|
| Hawken Auditorium | 100 max (theatre style only)  | \$300.00 | \$614.00 |
| Keays Room        | 24 max (boardroom style only) | \$180.00 | \$393.00 |
| Whitmore Room     | 8 max (boardroom style only)  | \$120.00 | \$245.00 |
| Mathison Room     | 10 max (boardroom style only) | \$180.00 | \$393.00 |

*All prices quoted are GST inclusive.*

*Half days are classified from 9.00am to 1pm and 1pm to 5pm. If you require outside of these times, it will be classified as a full day.*

*Please note that Engineers Australia requires 48hrs notice in the event of a cancelled booking. Any requested cancellations after this time will be charged the room hire fee.*

Included in room hire:

- Room set-up
- Cold & hot water, instant coffee & tea bags
- Telephone conferencing facilities (excluding Hawken Auditorium)
- Lectern and lectern microphone (Hawken Auditorium only)
- Data projector and screen (excluding Whitmore Room)
- Registration table

All rooms are carpeted and air-conditioned and are ideal for many events and activities, ranging from workshops, presentations, to small meetings and training sessions.

### **Office Opening Times for Meetings and Technical Sessions**

- Division staff attend the office between 9am and 5pm, Monday to Friday.
- Earlier access times cannot be guaranteed. Bookings earlier than 9am are subject to approval by Engineers Australia.
- When a technical session, meeting or event is held after 5.30pm, it is important that the organizer or representative from the group and speaker be at the office by 5.15 pm to ensure the AV needs are finalized and the overall smooth running of your session.
- The main front door to Engineering House will automatically lock from the outside at 6.30pm each night.

### **Event or Session Coordinator Responsibilities** (Engineers Australia groups and external bookings)

The event or session coordinator must inform attendees of the following Emergency Procedures and 'housekeeping items' at the beginning of each session or event:

***"There are two exit doors from the building: the main leading onto Upper Edward Street and a side exit door leading onto the back lane Portman Lane. The side 'emergency' exit can be reached by stairs accessed through the kitchen on every floor of the building however this exit should only be used in an emergency".***

#### ***"In case of an emergency fire extinguishers are located in:***

- *The Hawken Auditorium*
- *At the end of the hallway (Upper Edward Street) on each floor of the building"*

#### ***"Fire hose reels are located:***

- *In the ground floor foyer*
- *At the rear of the building (next to the emergency exit door)"*

***"In the event of a fire, please exit the building in a calm and orderly fashion. People should converse on the corner of Upper Edward Street and Astor Terrace outside the Bank of Queensland. Once outside, call 000 from a neighboring building or mobile phone'.***

#### ***First Aid kits are available:***

- *In the 1<sup>st</sup> level kitchen located beside the Hawken Auditorium*
- *At the end of the hallway (Upper Edward Street end) on each floor of the building next to the fire extinguishers*
- *Please inform the Engineers Australia office as soon as is practical or the next business day if an incident occurs"*

***Amenities:*** *The toilets are situated in the hallway on each level of the building.*

**Before leaving the premises you are required to:**

- Switch off all lighting
- Place rubbish in bins provided
- Close doors to rooms
- Turn off electrical equipment