

La Trobe University Room Bookings Information Sheet

Clients should familiarise themselves with their obligation under the Hire agreement.

The University will not confirm bookings unless the client has signed the agreement and the nominal deposit paid by the client.

Licence and GST, Permits, Indemnity, Insurance, University, Termination and Sub-Licence clauses apply:

For full details, refer to full Room Bookings "Hire Conditions Agreement"

Cancellation of Bookings

Cancellation fees apply where bookings are cancelled with less 7 days written notice. Refer to full "Hire Conditions Agreement" for details.

Evacuation procedures

Should a fire occur in the venue, clients should contact Central Control immediately on 9479 2012

If possible, occupants should proceed calmly to exit the building
Fire-fighting appliances are generally held at all building entrances and must be left unobstructed. Exit doors are clearly marked. ***Naked flames are NOT permitted in any Building.*** Aisles, passageways and corridors must not be obstructed.

The Applicant's Obligations

The Applicant is required to comply with University regulations as contained within the Room Bookings Hire Conditions form. Specific regulations apply:

- Food or beverages are not to be consumed in any University teaching venue;
- Smoking is strictly not permitted in University Buildings;
- Applicants and their guests must not deface or damage University facilities;
- Applicants and their guests must not alter the furniture or equipment without prior approval of the University;

- Applicants and their guests must not use the name "La Trobe University" in promoting the activities of the Applicant.;
- Remove all rubbish and waste from the Facilities and ensure the Facilities are left in the same condition as at the commencement date of this Agreement. Additional cleaning costs apply for non-compliance.
- Comply with Fire evacuation procedures
- Full details of the University Hire agreement must be observed by the applicant prior to University confirmation of any booking.

Technical Requirements/Equipment

The Applicant is required to discuss any and all technical arrangements of a client's occupancy with a member of Audio Visual Services (COMET) prior to the event; (See below for contact details).

What to do now

Read the University's detailed Hire Conditions form and *sign* the attached "Hire Conditions Agreement"

Return the completed form together with the specified deposit to:

Room Bookings Office
Donna Bird
Facilities and Services Division
La Trobe University
BUNDOORA VIC 3086

Have any further queries?

Contacts:

Donna Bird
Academic Services
La Trobe University
Tel (03) 9479 2015
Fax (03) 9479 5051
Rooms@latrobe.edu.au

Audio Visual Services
Tel (03) 9479 2786

