



Training Venue Hire Guide

ASC Training & Development

L4/144 North Terrace, Adelaide SA 5000

P (08) 8410 2627 | **F** (08) 8410 0301 | www.asctraining.com.au

enquiries@asctraining.com.au

About ASC Services and Facilities

Established in Adelaide in 1996, ASC Training & Development is a proud South Australian company with a strong emphasis on delivering professional training services of the highest quality.

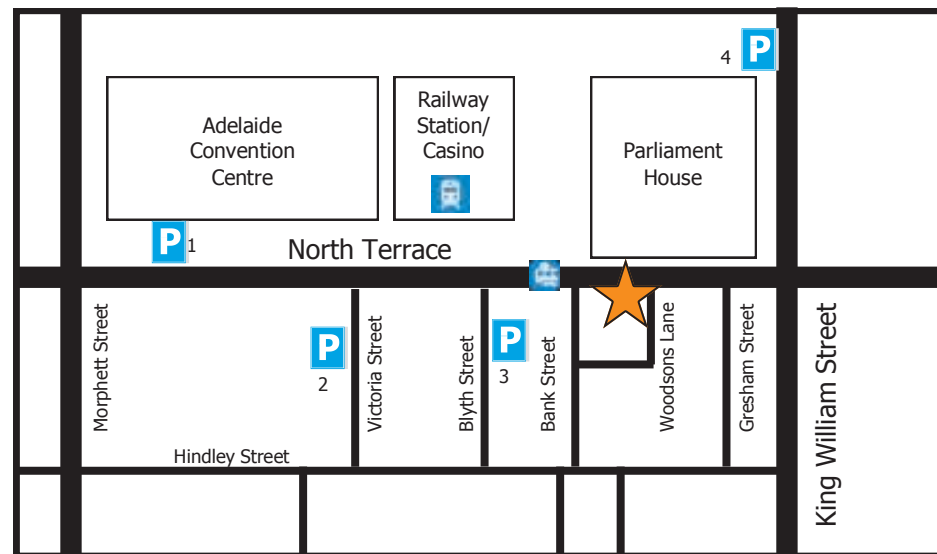
Situated in prime CBD space, our training rooms are bright and spacious with ceiling mounted projectors and speakers, whiteboards and flip charts throughout.

As our guest you will benefit from the knowledge and understanding we have developed from over 15 years experience in delivering training services.

We pride ourselves on providing a complete service, from initial booking, a warm and friendly welcome at reception and attention to all your needs during the event. This includes technical support, catering (if requested) and photocopy facilities - we understand that the 'little things' are also vital to ensuring a successful event.

Location

Our training rooms are situated at 144 North Terrace (My Budget Building), directly opposite Old Parliament House and are a short walking distance from Adelaide Railway Station, Tram and Bus transportation.



★ ASC Training & Development

🚉 Train Station

🚊 Tram Stop

P₁ Parking - Convention Centre

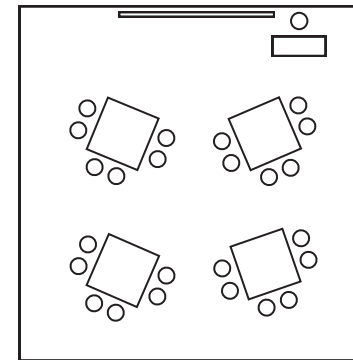
P₂ Parking - Sebel Playford Car Park

P₃ Parking - Blyth Street Car Park

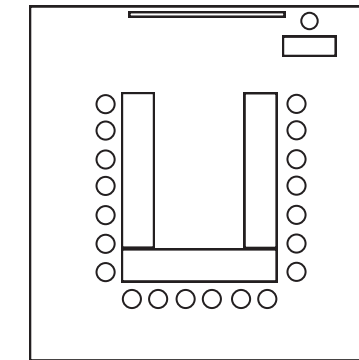
P₄ Parking - Adelaide Festival Centre

Training Room Configurations

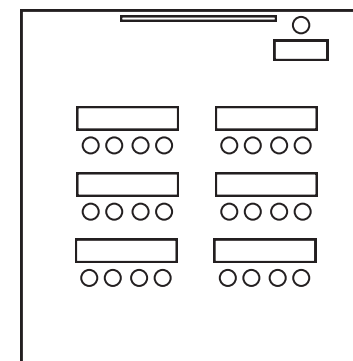
Cabaret



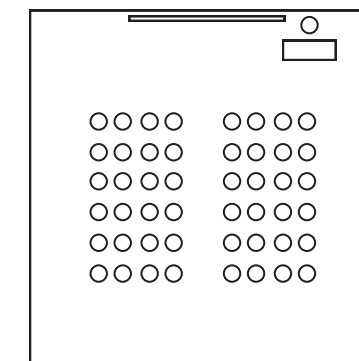
U-Shape



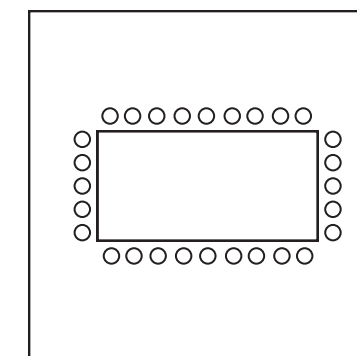
Classroom Style



Theatre Style



Boardroom



Suggested Comfortable Room Capacities

Room Name	Cabaret	U-Shape	Classroom	Theatre	Boardroom
Wilpena	24	16	26	48	16
Coorong	24	16	26	48	16
Wilpena + Coorong	48	28	36	58	32
Flinders	N/A	N/A	N/A	N/A	12
Torrens	N/A	N/A	N/A	N/A	6



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ASC Training Rooms

Wilpena

Capacity	Cabaret	U-Shape	Classroom	Theatre	Boardroom
Recommend	24	16	26	48	16
Maximum	30	25	45	60	24

Cost (inc GST)	Full Day	Half Day	After Hours (6-10pm)	Weekend (9am-5pm only)
	\$440	\$297	\$400	\$770

- Includes
- Whiteboard
 - Projector Screen



Wilpena + Coorong

The central divider between the Wilpena and Coorong rooms can be removed to create one large space.

Capacity	Cabaret	U-Shape	Classroom	Theatre	Boardroom
Recommend	48	28	36	58	32
Maximum	68	34	60	115	50

Cost (inc GST)	Full Day	Half Day	After Hours (6-10pm)	Weekend (9am-5pm only)
	\$715	\$440	\$594	\$990

- Includes
- Whiteboard
 - Projector Screen



Coorong

Capacity	Cabaret	U-Shape	Classroom	Theatre	Boardroom
Recommend	24	16	26	48	16
Maximum	30	25	45	60	24

Cost (inc GST)	Full Day	Half Day	After Hours (6-10pm)	Weekend (9am-5pm only)
	\$440	\$297	\$400	\$770

- Includes
- Whiteboard
 - Projector Screen



Flinders

Capacity	Cabaret	U-Shape	Classroom	Theatre	Boardroom
Recommend	N/A	N/A	N/A	N/A	12
Maximum	N/A	N/A	N/A	N/A	14

Cost (inc GST)	Full Day	Half Day	After Hours (6-10pm)	Weekend (9am-5pm only)
	\$275	\$165	\$252	\$440

- Includes
- Whiteboard
 - Projector Screen



Torrens

The Torrens Room is a small meeting room which can comfortably seat 6-8 people.

Cost \$55 per hour
(inc GST)

Includes

- Whiteboard
- Flipchart



Equipment Hire

	Full Day	Half Day	After Hours (6-10pm)	Weekend (9am-5pm only)
Data Projector (Single Room)	\$88.00	\$53.00	\$80.00	\$132.00
Data Projector (Double Room)	\$132.00	\$79.00	\$119.00	\$198.00
Laptop Hire	\$88.00	\$53.00	\$80.00	\$132.00
Internet Connection (Ethernet)	\$18.00	\$11.00	\$17.00	\$27.00
Internet Connection (Wireless)	\$30.00	\$18.00	\$27.00	\$45.00

All costs (inc GST)

Catering

(per person) * not available after hours or weekends

Full (Tea/Coffee, Morning Tea, Lunch)	Morning Tea (Tea/Coffee, Morning Tea)	Basic (Tea/Coffee only)
\$25.00	\$15.00	\$8.00

All costs (inc GST)

Terms & Conditions of Hire

Venue Booking

Bookings must be confirmed in writing via email to nick@asctraining.com.au. Standard booking times are 9am-4:30pm, the building will be accessible for set-up/caterers from 8:30am and for pack-up until 5:00pm.

An 8am start time (set-up access from 7:30) or 6pm finish time is available for an Additional \$50 on top of the room hire fee. Hirers must advise of adjustments in start/finish times at least one week prior to the booking.

Cancellation Fees

Cancelled bookings will attract the following fees:

More than 20 working days notice - \$50 (inc GST)

11-20 working days notice - 25% Fee

6-10 working days notice - 50% Fee

5 or less working days notice - 100% Fee

Invoicing

Invoices will be sent approximately one week prior to the event except when catering is ordered. In this case the invoice will be sent immediately following the event when final numbers for orders are confirmed.

Equipment

Equipment is available for hire from ASC Training & Development. Equipment hire includes technical support/troubleshooting. External equipment brought onto the site is the responsibility of the hirer, however, ASC will offer technical support if possible.

External Catering

Clients are welcome to arrange their own catering service for their function. When doing so, please make sure your caterers are aware of the hours available for set-up/pack-up.

External caterers have access to our kitchen sink if required. Limited refrigerator space may be available but is not guaranteed.

If alcohol is to be supplied at your function, you will need to supply ASC with a copy of your Liquor Licence prior to commencement. For further information please visit <http://www.olgc.sa.gov.au/>.

Room Clearing

As ASC may need to set-up for a subsequent booking, the hirer must ensure that their belongings are removed at the end of their hiring, no later than 5:00pm. This includes equipment left by external caterers. ASC reserves the right to charge a fee to clear belongings/equipment from a room.

Non-Smoking

ASC Training & Development is a strictly non-smoking venue. Visitors are not permitted to smoke anywhere in the building or in the vicinity of the exit onto North Terrace. Smokers are asked to use Woodson's Lane or Bank Street.

Information current as of August 2011.

Prices may be subject to change. Please check our website www.asctraining.com.au.



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