

Venue Hire Guide

(All costs include GST)

Training Rooms



Wilpena



Coorong

Room Hire

Recommended Capacity

	Cabaret	U-Shape	Classroom	Theatre	Boardroom
Wilpena	24	16	26	48	16
Coorong	12	10	12	24	10

Cost

	Full Day	Half Day
Wilpena	\$540	\$350
Coorong	\$400	\$250

Catering

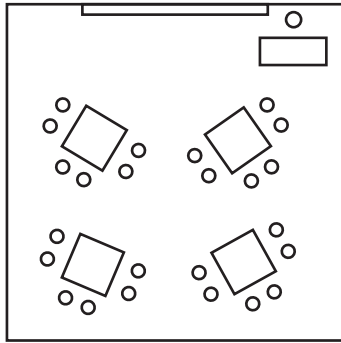
Full (Tea/Coffee, Morning Tea, Lunch)	Half Day (Tea/Coffee, Morning Tea)	Basic (Tea/Coffee only)
\$33.00 per person	\$16.50 per person	\$10.00 per person

Equipment

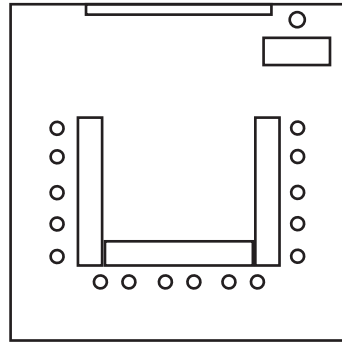
Laptop inc Microsoft PowerPoint- \$100 per day

All costs (inc GST)

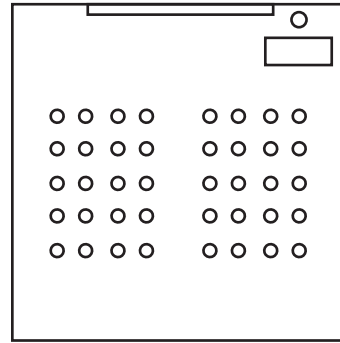
Training Room Configurations



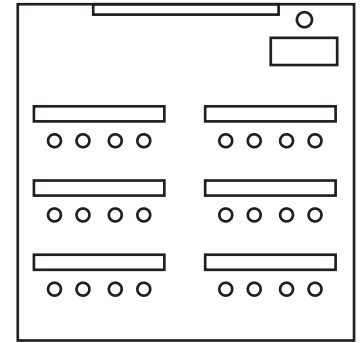
Cabaret



U-Shape



Theatre Style



Classroom Style

Terms & Conditions of Hire

Venue Booking

Bookings must be confirmed in writing via email to michelle@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 Leight Street. Smokers are asked to use Leigh Street.

Information current as of January 2019.

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