



South Australian Health and Medical Research Institute

Venue Hire Information



Overview



The South Australian Health and Medical Research Institute (SAHMRI) has two spaces within its flagship facility on North Terrace that are available for hire and use. While it is possible for groups not associated with SAHMRI or based outside of South Australia to book SAHMRI's facilities, the primary focus and preference for booking the facilities is given to the following groups by order:

- SAHMRI staff and partners located within the building (The University of Adelaide, University of South Australia, Flinders University, EMBL Australia and CSIRO Food and Nutrition)
- Donors: Founding Ambassadors and Corporate Champions
- The general public.

HOW TO MAKE A BOOKING ---

SAHMRI facilities may be booked by emailing venue@sahmri.com.

The following information must be included in your initial email request:

- Date of the event
- Time and duration of the event
- Approximate number of people attending

After SAHMRI receives your email, a **Venue Hire Agreement** will be sent to you. A booking is not confirmed until the Hire Agreement is completed, returned and approved by SAHMRI. The booking will then be acknowledged by SAHMRI.

SAHMRI has the right to refuse bookings which do not align with SAHMRI's core values & research. Refusal of bookings is at the discretion of SAHMRI management.

Facilities for hire and use



AUDITORIUM

The Auditorium is a flat floor theatre located on Level 03 (Plaza level) and includes basic AV equipment. The room size is 318m² and can accommodate up to 200 theatre style seating and 300 standing.

This facility may be booked seven days a week, however, it is only available during working hours and reasonable hours outside of operation until 9:00pm (includes pack down) Monday - Friday and until 6:00pm Saturday and Sunday. The venue must be vacated by 9:00pm weekdays and 6:00pm weekends. The Auditorium is not available on public holidays unless previously arranged through SAHMRI.

Listed below are the four main layout options for the Auditorium that can be discussed with SAHMRI:

LAYOUT	CAPACITY
Cocktail event	300 standing
Theatre presentation	200 seats
Open ended rounds / Cabaret	90 seats
Round table / Dinner	120 seats



Facilities for hire and use



MAIN FOYER

The Main Foyer of the SAHMRI facility is located on Level 03 (Plaza level) and can accommodate up to 100 people standing.

The Foyer may be booked as a welcoming space for evenings (after 5:30pm) during the week and weekend events as an addition to hiring the auditorium, it cannot be booked stand alone. Please note the venue must be vacated no later than 9:00pm



Pricing

SAHMRI's venue hire fees are consistent with commercial and not-for-profit venues across Australia.

VENUE	PART DAY M - F	FULL DAY M - F	SATURDAY & SUNDAY
	Any four hours 7:00am - 9:00pm	Any eight hours 7:00am - 5:00pm	8:00am - 6:00pm Day Rate
Auditorium	\$1,200	\$1,900	\$2,300
Main Foyer			\$400

All fees are used by SAHMRI to cover the cost of wear and tear of the SAHMRI facilities and to support our research activities. All fees are GST exclusive. **A management fee of \$150 is charged to each time-slot in addition to the hire fee.**

BOOKINGS AND DEPOSIT

Please contact venue@sahmri.com to make a tentative booking. A signed and dated Venue Hire Agreement is required to make a tentative booking. The general public must pay a deposit of \$500 to confirm the booking. The payment of this deposit is also an acceptance of the terms and conditions of SAHMRI.

INCLUDED IN THE VENUE HIRE

The following items are included as part of the venue hire:

- Up to 200 chairs
- Stage with disabled access ramp
- 15 x round tables (1.5m wide)
- 10 x rectangular tables (1.8m long)
- 10 x cocktail tables including black lycra cover (\$12 each)

SAHMRI solely provides the room and set up. All other event requirements are the hirer's responsibility

AV EQUIPMENT INCLUDED IN HIRE

- 2 x Projectors with Screens
- 4 x Lapel Microphones
- 4 x Hand-held Microphones
- 1 x Logitech Pointer
- 1 x Windows Laptop*
- Lectern & microphone
- Free guest WiFi available on request

*The laptop will allow Internet connectivity and have Office software for presentations. If specialist software is required it is the hirer's responsibility to supply their own device. Please contact the SAHMRI Venue venue@sahmri.com to discuss any additional or advanced AV requirements.

Venue information

ACCESSIBILITY

The SAHMRI Ground Floor (Level 3), including the Foyer and Auditorium, is equipped with the following accessibility features:

- Automatic glass sliding doors at the Main Entrance
- Right hand transfer unisex accessible toilet
- Wheelchair-accessible baby change facilities
- Hearing assist technology
- A ramp for the stage is provided to allow access for wheelchair users and those with limited mobility
- Guide Dogs and other registered assistance animals are welcome

Transport and parking

SAHMRI is easily accessible by public transport. There is a tram stop directly in-front of SAHMRI.

Unfortunately, there is no public parking available at SAHMRI, however, there are various paid and street parking options available nearby. A drop off zone is available outside of SAHMRI on North Terrace. In situations where access via car is required, special arrangements can be made with SAHMRI.

Nearby parking options include the **Adelaide Convention Centre** on North Terrace or at the **Entertainment Centre**.

Further information

For more information regarding accessibility at SAHMRI, or if there are any specialised requirements you wish to discuss, please contact venue@sahmri.com.

CATERING

SAHMRI does not provide catering facilities for events. All catering must be arranged through an external party. If you intend to serve alcohol at an event, you must ensure that you have an appropriate licence.

Hello Sarnie Café

Located in the entry Foyer of SAHMRI, Hello Sarnie is open from 7:30am to 4:00pm Monday to Friday. Hello Sarnie offer grab and go morning tea and lunch options made fresh every day and barista made coffee. Catering can also be ordered for your event through their website link below. Please note, Hello Sarnie have a Self-Service coffee station available for hire but do not provide furniture or linen for events.

Enquiries – catering@hellosarnie.com.au

Orders – www.hellosarnie.com.au

External Providers

The following catering providers have worked in the SAHMRI building and are familiar with our facilities:

- Taylor & Holmes - office@taylorandholmes.com.au, (08) 8354 1716
- Corporate Platters - info@corporateplatters.com.au, (08) 8234 0056
- Heidilicious Catering - heidi@heidiliciouscatering.com, +61 412 850 044

Any caterers not on this list will be required to have SAHMRI approval prior to the event. In addition, any persons who have not previously worked in the SAHMRI building will require an induction.



Venue information

ENTERTAINMENT

SAHMRI is a research facility, as such, we are very conscious of our researchers' working environment. If you are considering booking entertainment for your event, please contact SAHMRI for pre-approval prior to booking. No smoke machines are allowed due to the highly sensitive detection systems in place.

CLEANING AND WASTE MANAGEMENT

A basic clean of the auditorium is included in a standard hire fee, extra fees may be incurred if further cleaning is required. Please refer to the Hirers responsibilities checklist for further information. Bins will be provided and it is the hirer and caterer's responsibility to ensure all waste is placed in bins at the end of the event.

DELIVERIES

The Loading Bay is open Monday - Friday 8:00am - 4:00pm, please speak with the venue team if delivery outside of these hours is required. Delivery labels can be supplied on request.



ABN: 54 141 228 346

SAHMRI North Terrace, Adelaide SA 5000

P +61 (0)8 8128 4000 **E** venue@sahmri.com

PO Box 11060, Adelaide SA 5001

sahmri.org.au

Follow us on:

 www.facebook.com/sahmri

 www.twitter.com/sahmriAU