



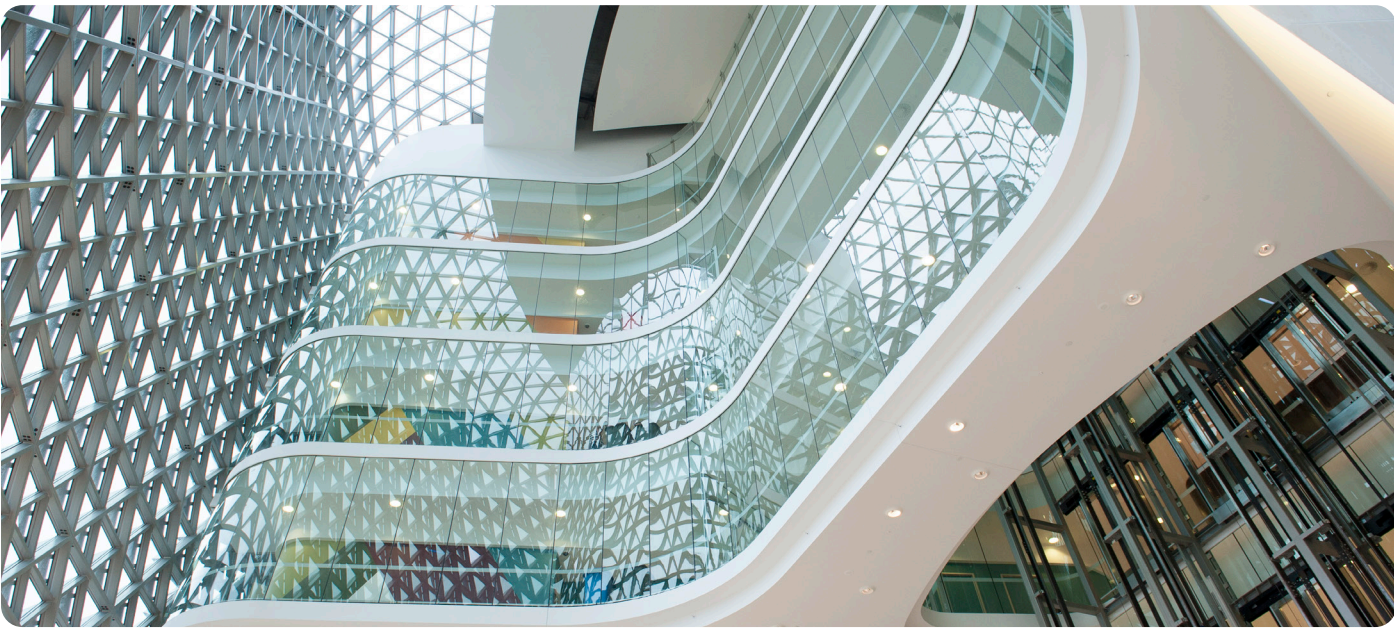
# South Australian Health and Medical Research Institute

Venue Hire Information





# Overview



## 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](mailto: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.

It is at SAHMRI's discretion to accept bookings, and some bookings may be refused. **Please note that SAHMRI will not accept bookings from groups that promote the usage of tobacco.**

# 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 318m<sup>2</sup> 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	FLOOR PLAN
Cocktail event	300 standing	Refer to typical floor plans on pages 14 - 17 of this document.
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 5:00pm) 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.

- SAHMRI staff and partners located within the facility**  
SAHMRI staff and partners located within the facility are not charged for the venue hire but must still follow the same booking process and pay for any additional AV, catering and security that is required. Staff and partners located within the facility are given first priority for booking SAHMRI facilities.
- Donors - Founding Ambassadors and Corporate Champions**  
SAHMRI's Founding Ambassadors and Corporate Champions may be eligible to use the facilities free of charge. Charges will apply for all additional AV, catering and security.
- General public**  
The general public will be charged the following flat rate venue hire fees. Please note that the hours listed below must include time for your set up and pack up.

VENUE	1/2 DAY M - F ANY FOUR HOURS 7:00AM - 5:00PM	FULL DAY M - F ANY EIGHT HOURS 7:00AM - 5:00PM	EVENINGS M - F 5:00 - 9:00PM	SATURDAY AND SUNDAY 8:00AM - 6:00PM DAY RATE
Auditorium	\$1,100	\$1,850	\$1,200	\$2,000
Main Foyer			\$300	\$300

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. **An administration fee of \$100 is charged for all bookings in addition to the hire fee.**

## INCLUDED IN THE VENUE HIRE

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

- Up to 200 chairs
- Stage
- Lecturn and Microphone

The hirer is responsible for providing all other requirements, including, but not limited to: bump-in staff, AV support, catering, dining supplies (including dinner service, table cloths, decorations, etc.), catering staff, bump-out and cleaning.

## 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\*
- 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](mailto: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. Timetables for Adelaide’s bus, train and tram services can be obtained from the Adelaide Metro website.

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** (you can take the tram directly to the front of the SAHMRI facility).

## 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**.

## 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 the Hello Sarnie website or speaking to one of the team on the phone number below. Please note, Hello Sarnie do not provide equipment, furniture or linen for events.

**www.hellosarnie.com.au**  
**(08) 7226 5685**

## CATERING

*Please note that there are no kitchen facilities or servery on the plaza level where the Auditorium is located. It is the responsibility of the caterers to provide platters, oven, crockery, cutlery, glasses etc.*

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

- Kate Hobby at Taylor & Holmes - **kate@taylorandholmes.com.au**, (08) 8354 1716
- Julie Elliott at AVM Catering - **julie.elliott@avmc.com.au**, (08) 8208 2204
- Steve Blanco at Blanco Catering - **events@blancofood.com.au**, (08) 8331 3381

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

## FURNITURE AND EQUIPMENT

The following furniture and equipment are available for use/hire: 15 x round tables (1.5m wide), 10 x rectangular tables (1.8m long), disabled ramp, 10 x cocktail tables (charged at \$10 each), including black lycra cover.

## 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

SAHMRI will arrange the basic set-up and the hirer agrees to leave the room ‘as set’ at beginning of the event. The venue will be left clean and tidy at the close of the event. The hirer must remove all rubbish from the SAHMRI building, which includes empty bottles. The hirer will incur additional cleaning costs if a venue is not left cleaned and tidied at the end of the event. Additional cleaning charges may apply for weekend events.

## WASTE MANAGEMENT

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. Please also note that it is the hirer’s responsibility to clean all surfaces and leave the room in the same state as when they arrive.

## DELIVERIES

The loading bay is open Monday - Friday from 8:00am - 4:00pm, if you need to deliver outside these hours, and to obtain delivery labels, which should be placed clearly on all items delivered, please contact **venue@sahmri.com**. The goods lift must be used for all deliveries (the lift is 3.5m long x 2m wide x 2.2m high).

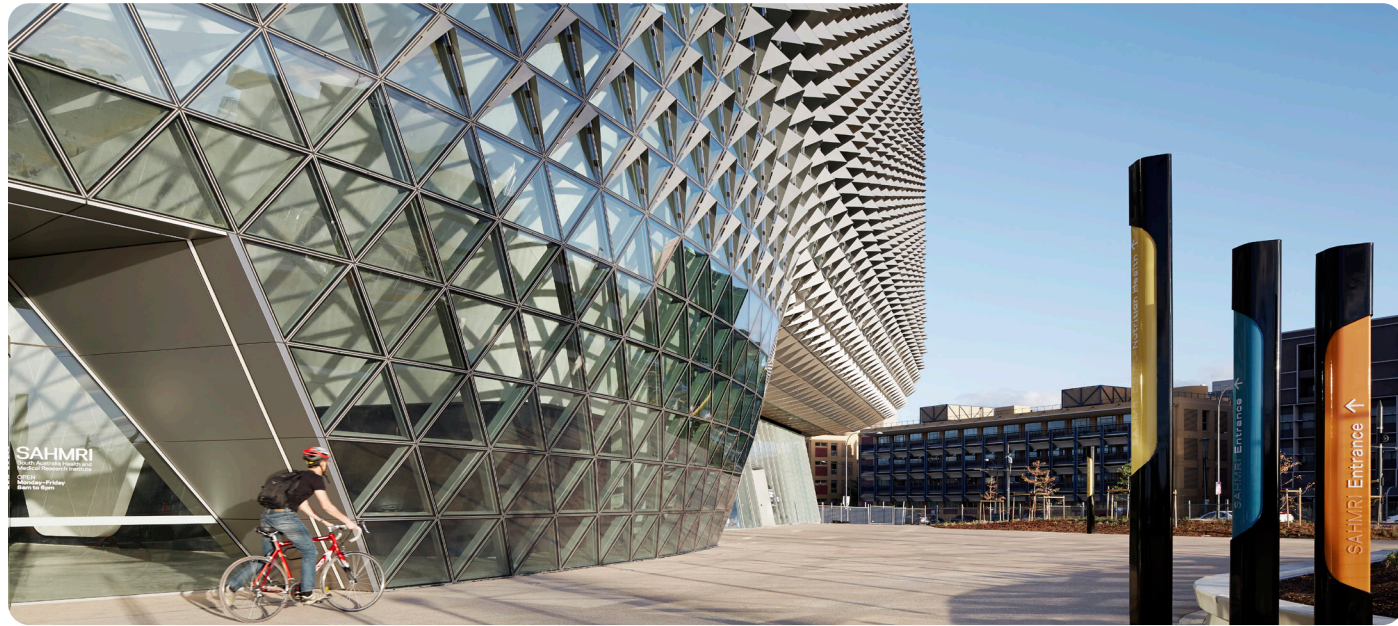
## PLAN OF LEVEL 3 SPACE

To assist you in planning for your event please refer to pages 14 - 17 for typical setup plans of the Auditorium.





# Terms and conditions



## FURNITURE, EQUIPMENT AND CLEANING OF VENUE

The hirer is to notify SAHMRI regarding the set up of the room at least one week prior to the event. SAHMRI will arrange the basic set-up and the hirer agrees to leave the room as set at beginning as of the event. SAHMRI does not provide tablecloths, crockery, cutlery, glasses etc (tablecloth hire is available for a fee). The hirer will bear any repair or replacement costs if furniture or equipment is damaged during an event.

## BOOKING RESTRICTIONS

SAHMRI and the Chief Operating Officer have the authority to accept, renew or reject requests for use of facilities.

## 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. Caterers familiar with the premises are listed on page 6. Any caterers new to the facility must undertake an induction prior to commencement so that they are familiar with onsite set up.

## OUT OF HOURS USAGE

All facilities may be booked during reasonable hours out of operation. Appropriate security and staffing measures must be taken and will be charged accordingly.

# Terms and conditions (cont.)



## DISPLAY OF MATERIAL

Any display of material by any group must be approved beforehand by SAHMRI. All material must be removed before leaving the SAHMRI facility. Display items such as poster boards must be hired externally.

## STORAGE OF MATERIAL IS NOT ALLOWED

All goods for an event must be delivered to the SAHMRI Loading Bay between 8:00am and 4:00pm, and all deliveries must be appropriately labelled. Limited storage space is available, therefore all event materials must be collected within one day of event conclusion.

## PUBLICITY

Any publicity circulated by groups should clearly state the name and contact details of the group running the activity and give the SAHMRI facility as the location only.

## PROMOTION AND OTHER COSTS ARE NOT THE RESPONSIBILITY OF SAHMRI

SAHMRI is only responsible for providing the venue. It is not responsible for promoting the event or activity. SAHMRI is not responsible for any other costs such as catering, equipment hire or additional security.



# Terms and conditions (cont.)

## TIMING OF BOOKINGS

A minimum of one hour will be allowed between bookings. This will allow time for the previous group to leave and the next group to set up. Longer events will require additional lead time before the next booking.

## 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.

## PAYMENTS

The remainder of the account is invoiced after the event.

## CONFIRMATION OF FINAL NUMBERS

Confirmation of final guest numbers must be finalised one week prior to the event.

## CANCELLATION OR NON ATTENDANCE

If a booking is cancelled with less than 48 hours' notice, or if the client simply fails to attend at the appointed time, the booking deposit will be forfeited. Although SAHMRI staff and partners do not have to pay the initial security deposit of \$500, this amount will be charged for a late cancellation or non-attendance.

## SECURITY AND DAMAGE TO PROPERTY

Where a large number of people are to attend an event and alcohol is to be consumed, additional security must be arranged by the hirer. Hirers must maintain good order in the vicinity of SAHMRI's building and ensure property in and around the venue is not damaged. Where these conditions have been breached, the hirer will pay the cost of layout, materials, cleaning, repairs and restoration of the venue and its fittings, equipment, furniture, carpets and any other property which has been removed or damaged. Hirers will be charged a call out fee if the alarm is activated as a direct consequence of their negligence and a patrol has been dispatched.

# Terms and conditions (cont.)

## HEALTH AND SAFETY

The hirer must have a designated responsible person who is fully aware and understanding of the evacuation procedures for the SAHMRI facility in which the event is being held. In the event of an emergency, it is the hirer's responsibility to ensure that guests evacuate the building safely and immediately and assemble in the designated area unless advised otherwise and remain there until notice is provided it is safe to return. Children (any person under the age of 18) are to be supervised by an adult or guardian at all times.

## PUBLIC LIABILITY INSURANCE

The hirer is liable for themselves, their employees, guests and any contractors whom they may engage in relation to the event and indemnifies SAHMRI against any claims, actions losses, demands, damages and expenses for which SAHMRI shall or may become liable or suffer in respect of damage to SAHMRI property or injury or death of persons arising out of any wilful, unlawful or negligent act or omission of the hirer, its employees, agents of subcontractors in connection with this event. It is the responsibility of the hirer to obtain and keep current insurance against such liability during the term of this contract and ensure that all contractors under their direction are similarly insured.

## SMOKING

The SAHMRI building and Precinct are smoke free.



# Venue Hire Agreement

## IMPORTANT INFORMATION

Please ensure that you have made a tentative booking with SAHMRI prior to completing this form. Tentative bookings are only held for fourteen (14) days, during this time period your completed and signed form must be receipted by SAHMRI via **venue@sahmri.com** to confirm your booking.

## PERSONAL/ORGANISATIONAL INFORMATION

Event Contact		Phone Number	
Organisation			
Address			
Email Address			

## EVENT INFORMATION

Title of Event			
Area Required	<input type="checkbox"/> Auditorium <input type="checkbox"/> Foyer		
Date(s) of Event <sup>1</sup> (dd/mm/yyyy)		Number of Attendees <sup>2</sup>	
Hire Start Time <sup>3</sup>		Hire End Time <sup>3</sup>	
Name of Caterer			
Room Setup	<input type="checkbox"/> Cocktail <input type="checkbox"/> Theatre <input type="checkbox"/> Open-ended rounds (Cabaret) <input type="checkbox"/> Round Table (Dinner)		
Requirements (please enter quantity)	<input type="checkbox"/> High cocktail tables (with black Lycra tablecloths at \$20 each) <input type="checkbox"/> Registration table(s) <input type="checkbox"/> Tables for catering <input type="checkbox"/> Tables for handouts		
Other requests or requirements			

- <sup>1</sup> Please choose your dates carefully as a constant booking/date change will incur an administration fee.
- <sup>2</sup> Number of attendees must not exceed maximum room capacity due to fire regulations.
- <sup>3</sup> Hire times **MUST** include time for setup and packup. You cannot access SAHMRI before your start time and must leave at your finish time.
- The SAHMRI Loading Bay is open from 8:00am - 4:00pm, Monday to Friday.
- AV Equipment - Please contact SAHMRI Venue to discuss, at **venue@sahmri.com** at least ONE week prior to the event.

# Venue Hire Agreement (cont.)

## BILLING DETAILS - EXTERNAL / PARTNER GROUPS TO FILL OUT ONLY

Billing Address	
Contact Name	
Accounts Email	
ABN	

## BILLING DETAILS - INTERNAL GROUPS TO FILL OUT ONLY

Cost Code	
-----------	--

## NOMINATED BACK UP CONTACT

Please nominate someone who will run the event in lieu of the Primary Contact being available.

Event Contact		Phone Number	
Organisation			
Email Address			

## ACKNOWLEDGEMENT OF CONFIRMATION

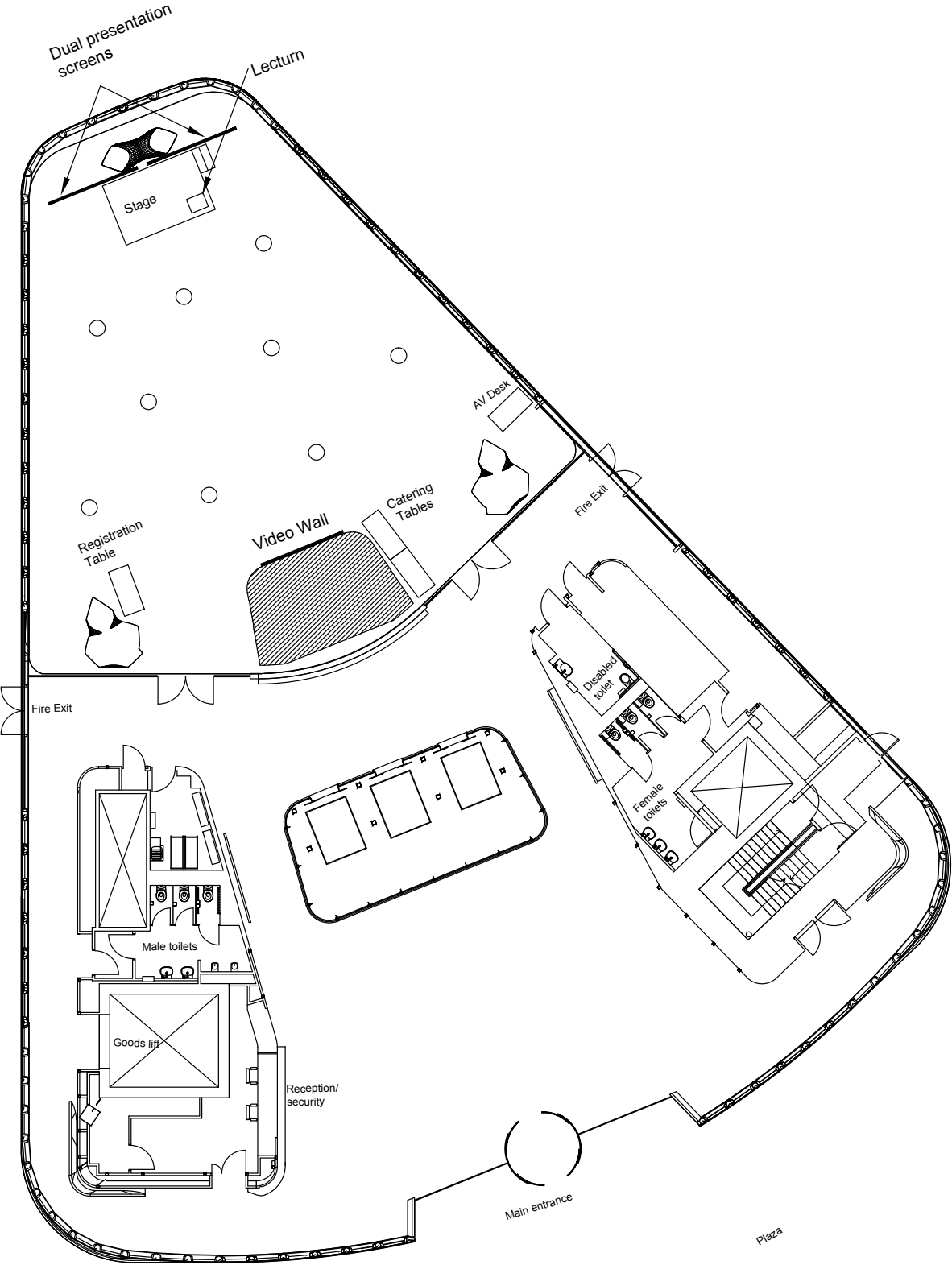
I/we

- Confirm this booking and agree to be bound by the Terms and Conditions of Hire and Venue Hire Responsibilities
- Ascertain that the information provided is true and correct
- Understand that any damage to SAHMRI property will be charged for, including any damage that external contractors relevant to the event cause e.g. caterers, call out for the fire brigade and additional cleaning

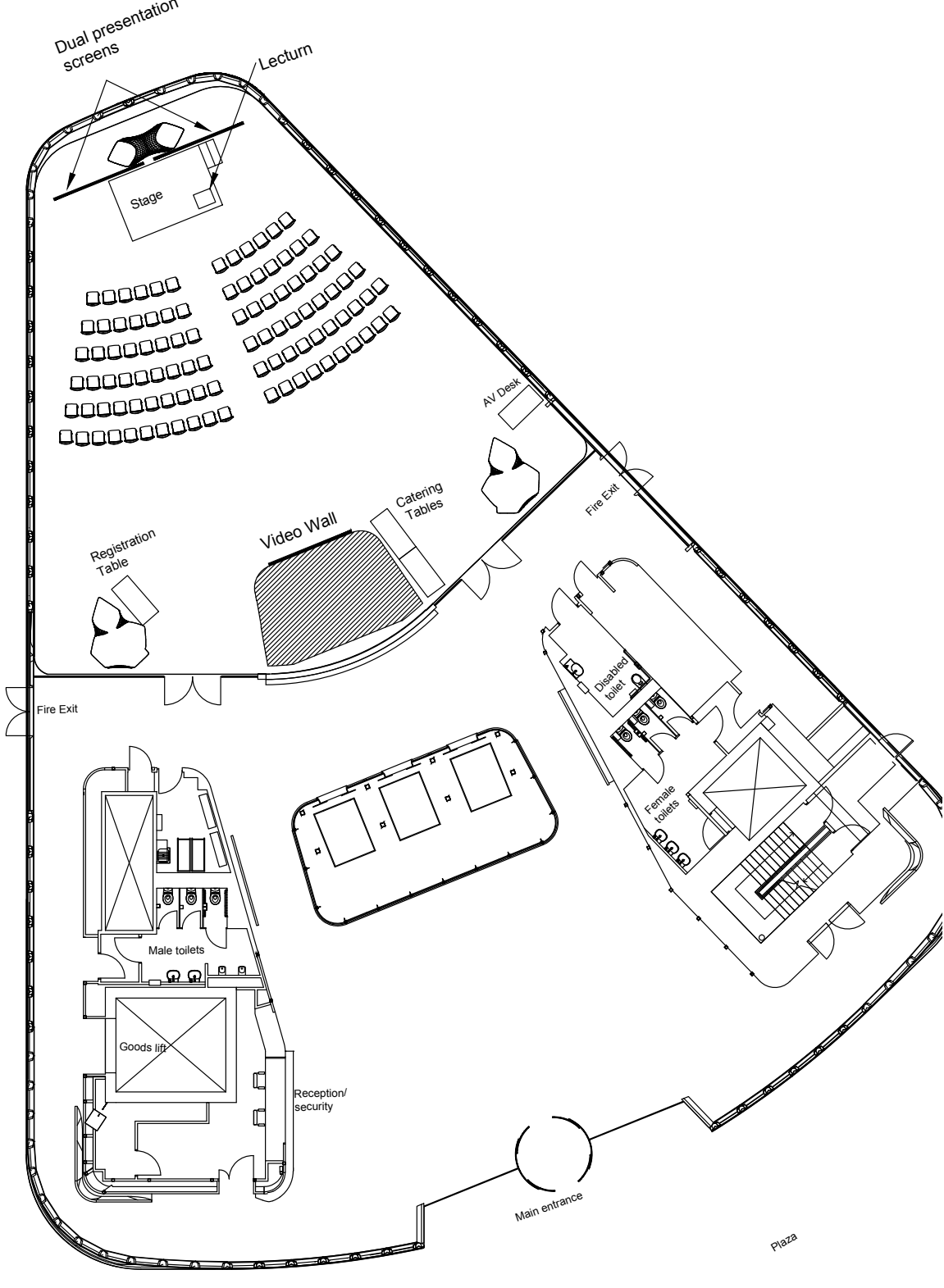
Signed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date	



# Cocktail Layout

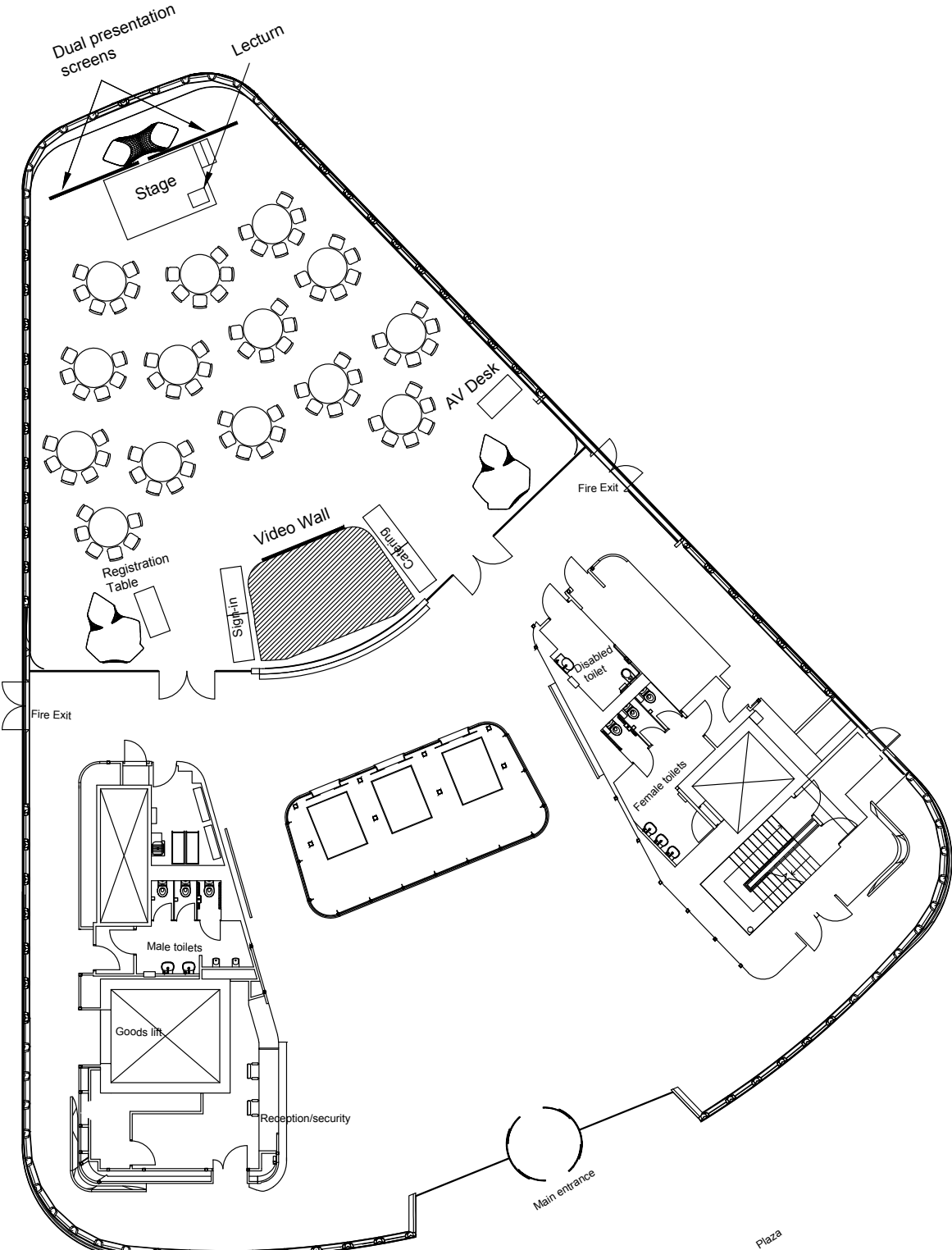


# Theatre Layout

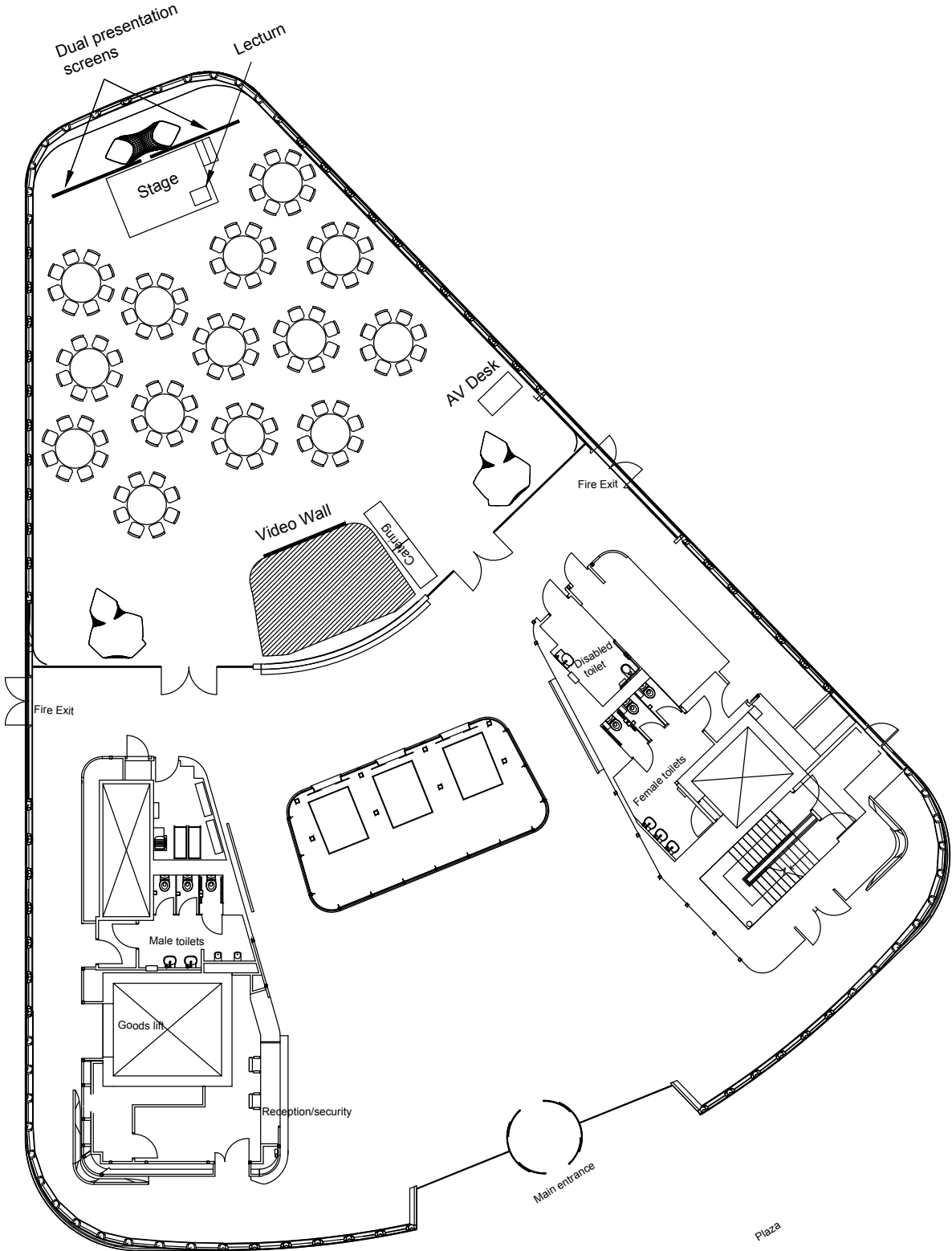




# Open Ended Rounds (Cabaret)



# Round Table (Dinner)







ABN: 54 141 228 346

SAHMRI North Terrace, Adelaide SA 5000

**P** +61 (0)8 8128 4000 **E** [reception@sahmri.com](mailto:reception@sahmri.com)

PO Box 11060, Adelaide SA 5001

**[www.sahmri.org.au](http://www.sahmri.org.au)**

**Follow us on:**

**f** [www.facebook.com/sahmri](http://www.facebook.com/sahmri)

**t** [www.twitter.com/sahmriAU](http://www.twitter.com/sahmriAU)