



Australian Academy of Science

Events Department

Enquiries: (02) 6201 9462

Facsimile: (02) 6201 9494

Booking Form for Hire of the Shine Dome

Contact name: _____

Name of Organisation: _____

Postal Address: _____

Telephone: _____ Fax: _____

Email: _____

Purpose for which building is required: _____

Name of Event: _____

Name of Caterer: (see website for available options) _____

Telephone: _____ Fax: _____

Audiovisual Company (*One Vision*): Required
 Not Required

* If audio visual equipment is required, the Academy's preferred AV Company One Vision must be contracted. It is the responsibility of the hirer to organise a booking with the Audio Visual Company (*One Vision*).

Approximate number of delegates expected: _____

Please indicate date, venue, opening and closing times in the appropriate space.

Commencing Date:/...../.....

Concluding Date:/...../.....

Ian Wark Theatre

Day

and/or

Opening: _____

Closing: _____

	<input type="checkbox"/> Evening
Jaeger Room	<input type="checkbox"/> Day Opening: _____ and/or Closing: _____ <input type="checkbox"/> Evening
Becker Room	<input type="checkbox"/> Day Opening: _____ and/or Closing: _____ <input type="checkbox"/> Evening
Fellows Room	<input type="checkbox"/> Day and/or Opening: _____ Closing: _____ <input type="checkbox"/> Evening

Terms and Conditions

Conditions of Hire

- Approval to hire the Shine Dome is given on the basis that the hirer will not, in any publicity, imply the Academy's support for the hirer or the event. Specifically, no reference should be made in publicity to **'The Australian Academy of Science'** or any form of that name, without proper authorization
- All references to the building in publicity should **ONLY** be to:

THE SHINE DOME, Gordon Street, Canberra ACT 2601
- Photos of the Shine Dome for publicity purposes related to conference events are available from: Savita.khiani@science.org.au - the Events Coordinator.
- If the Academy has reason to believe that any function may adversely affect its reputation or the security of its staff or property, it reserves the right to withdraw its permission to use the building without liability other than refund of any deposit.

- The Shine Dome is a National heritage listed building and therefore there are limitations to the fixing of posters, banners etc to walls. Hirers are asked to respect the heritage aspects of the building, and to consult with Academy staff in this matter.
- If hire of the Shine Dome is only required until 5:00pm, it is the responsibility of the hirer to ensure there are no event delegates accommodating the Shine Dome areas, or a caretaking charge will apply. (\$200 for the first hour after 5:00pm)

Hirer's Responsibility

It is the hirer's responsibility to ensure attendees behave in an orderly manner while attending the event, in the Shine Dome and surrounding areas.

- **Hirers are requested to emphasize in their publicity and at the commencement of their function that food and drink is NOT to be taken into the Ian Wark Theatre.**

Tentative Bookings

A tentative booking will be held for a maximum period of ten (10) working days, unless otherwise agreed in writing. If you do not confirm the booking by the stipulated date the space may be released without notice.

Confirmation

On Confirmation of bookings, a copy of a "Certificate of Currency of Public Indemnity Insurance" must be provided (see "Insurance" below). Confirmation of a booking is made by completing a booking sheet within ten (10) days of the original booking. A deposit may be requested.

Twenty one (21) days prior to the event we request that you confirm by writing or email all the relevant details of the event. Information should include: function room set up, duration of event, catering arrangements, estimated no of guests, and AV requirements.

Damage

The Academy accepts no responsibility for any damage or loss to hirer's equipment or merchandise left on the premises prior to, during or after the event. Please note the Academy reserves the right to recover costs for any damage to the premises or Academy equipment or loss of Academy equipment incurred by attendees during the period of the hirer's occupancy.

Extended Hours

Extra charges will be incurred for events running past the agreed time to cover labour costs for caretaking. If your function is to held after hours, i.e.; after 5:00pm weekdays, public holidays, weekends etc, there will be an hourly fee charged for caretaking.

Cleaning

General cleaning is included in the cost of the room hire; however, cleaning charges may be

added if the Academy considers additional cleaning is required after the event to return rooms to an acceptable state.

Additional Services

Additional services such as catering, audiovisual technical support, additional furniture is to be organised by the hirers of the shine dome, directly with the required outsourced companies.

Insurance

It is a requirement that an organisation or individuals booking Australian Academy of Science facilities has current public and product liability (where products are sold or supplied) insurance. The amount of cover must be at least \$5,000,000.

The Australian Academy of Science requires Contractors to provide proof of insurance in a "Certificate of Currency". The Certificate is available from the insurer or broker and is common in the insurance industry.

In circumstances where the Australian Academy of Science is legally liable, the Academy has in place public liability insurance.

Indemnity

By signing the booking request, you are agreeing to indemnify and keep indemnified and to hold harmless the Australian Academy of Science, its servants and agents from and against all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made against them arising out of or in connection with the booking, to the extent that Australian Academy of Science, its servants and agents, is liable at law.

Acceptance of Conditions of Hire

As hirer of the facilities, or on behalf of the hirer, I accept the conditions of hire.

Signature: _____

Name: _____

Organisation: _____

Date: _____

Audio Visual Equipment

The Ian Wark Theatre is equipped with a fully integrated audiovisual system, with laptop interfaces, CD, DVD and VCR capability. Use of the following items is included in the hire fee.

Please indicate items your function may require:

- Lapel microphones 2 x available in Ian Wark Theatre
No. required:___
- Podium microphones 1 x available in Ian Wark Theatre
No. required:___
- Over ear microphone 2 x available in Ian Wark Theatre
No. required:___
- Roving microphones 4 x available in Ian Wark Theatre
No. required:___
- Laser pointer 1 x available
- Projection screen 1 x available in Ian Wark Theatre
- Data projector 1 x available in Ian Wark Theatre
- Chairs on podium 6 x available in Ian Wark Theatre
No. required:___
- Whiteboard 3 x available
No. required: ___
- Flipchart 4 x available
No. required:___
- TV/DVD/VHS in Ian Wark Theatre
- Video Conferencing facilities (may incur extra charge)
 - Becker room
 - Ian Wark Theatre

Furniture requirements and room setup

Jaeger room

Catering set up required:

- Yes
- No

Trestle tables for trade display, No. required: _____
(Maximum of 9 available with the Shine Dome)

Breakout room set up (classroom, banquet, boardroom, U-shape)

- Classroom style
- Banquet style
- Boardroom style
- U-shape style

Becker room

Whiteboard

Flip Chart

Video conference facilities

Foyer

Registration desk (2 x trestle tables and chairs)

Table cloths (\$12 each, No. required :____)

Payment Details

Cheque: Please make payable to the **Australian Academy of Science**
(ABN 700613 342)

Electronic Funds Transfer payments may be made directly to:

Bank: Commonwealth
Branch: London Circuit/Ainslie Avenue
BSB: 062-900
Account no.: 805196 - Australian Academy of Science

For any enquires, or for Shine Dome Hire, contact Savita Khiani;
Events Coordinator on (02) 6201 9462 or email savita.khiani@science.org.au