



Australian Academy of Science

The Shine Dome
Enquiries: (02) 6201 9462
Email: events@science.org.au

Booking Form for Hire of the Shine Dome

Contact name: _____

Name of Organisation: _____

Postal Address: _____

Telephone: _____

Email: _____

Type of event (eg, dinner, meeting, lecture): _____

Name of Event: _____

Commencing date:/...../.....

Concluding date:/...../.....

Approximate number of delegates expected: _____

Caterer: (see www.science.org.au/shine-dome/catering for available options) _____

How did you hear about The Shine Dome? _____



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Please indicate room/s required, opening and closing times in the appropriate space.

The Shine Dome (All areas) - Ian Wark Theatre - Jaeger Room - Becker Room - Fenner Room	<input type="checkbox"/> Day and/or <input type="checkbox"/> Evening	Access Time: _____ Departure Time: _____
Jaeger Room	<input type="checkbox"/> Day and/or <input type="checkbox"/> Evening	Access Time: _____ Departure Time: _____
Becker Room	<input type="checkbox"/> Day and/or <input type="checkbox"/> Evening	Access Time: _____ Departure Time: _____
Fenner Room	<input type="checkbox"/> Day and/or <input type="checkbox"/> Evening	Access Time: _____ Departure Time: _____



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Audio Visual Equipment (Ian Wark Theatre Only)

HALF DAY AV PACKAGE - \$1175 | **FULL DAY AV PACKAGE - \$1600**

- Half Day Package Required Full Day Package Required
 Not Required

The half day and full day AV package includes:

- An experienced audio visual technician on site to assist presenters and operate the Academy's audio visual system in the Ian Wark Theatre during your event
- Creation of title slides to announce speakers, breaks and other important information during your event
- Presentation computer and vision switcher to seamlessly switch between title slides, speaker presentations and videos
- Editing of audio recording of your event if required
- MP3 Audio Recorder

SELF-MANAGED - \$750 - Only available for single presentation/speaker events

Self-managed AV must be agreed to by the Events Manager prior to booking. Hirers will be required to provide laptop for use with the AV system. MACS and PC'S are compatible. A VGA cable connection with audio jack will be available. Hirers will have to operate the AV from the theatre podium level and will not have access to the BIOBOX.

Please note:

Should you require additional AV, such as live streaming, video recording...etc, please contact our preferred AV supplier for a quote. Details below.

Approved AV supplier | One Vision | Tel: 02 6281 1113 | Email: huw@onevision.com.au

Please indicate items your function may require:

- Lapel microphone - 3 x available in Ian Wark Theatre - No. required: 1 2 3
- Roving microphone - 4 x available in Ian Wark Theatre - No. required: 1 2 3 4
- Projection screen, data projector 1 x available in Ian Wark Theatre
- Will you be having a discussion panel? If so please indicate the number of participants? _____



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Jaeger Room

- Podium & microphone - 1 x available
- 65" Plasma Screen/VGA adapter (\$110 per day) – Built in. Good for meeting of 10 – 15 guests
- Dataprojector and screen (\$220 per day). Recommended for meetings above 15 guests.
- Laser pointer/Slide advancer 1 x available
- Whiteboard including markers (\$55 per day)
- Flip Chart including markers (\$55 per day) (up to 4 available)

Catering set up required: Yes No

Trestle tables for trade display, No. required: ____ (Maximum of 21 available)

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

Room Setup

						
<input type="checkbox"/> Classroom	<input type="checkbox"/> Theater	<input type="checkbox"/> Banquet10	<input type="checkbox"/> Reception	<input type="checkbox"/> Conference	<input type="checkbox"/> U-Shape	<input type="checkbox"/> H-Square

Becker Room

- 65" Plasma Screen/VGA adapter (\$110 per day)
- Whiteboard including markers (\$55 per day)
- Flip Chart including markers (\$55 per day) (up to 4 available)
- Polycom (Conference Phone \$55 per day – Additional fees apply for more than one caller)

Catering set up required: Yes No

Foyer

Registration Table (Built-in)

Additional trestle tables | No. required: 1 2 3 4

Message Board (One Available)



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TERMS AND 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 authorisation.
- The Hirer shall not issue any tickets, posters, advertisements, programs and other literature containing any Academy logo unless the proof thereof has been approved in writing.
- All references to the building in publicity should **ONLY** be to:

THE SHINE DOME, 15 Gordon Street, Canberra ACT 2601

- Photos of the Shine Dome for publicity purposes related to conference events are available from: events@science.org.au - the Events Manager. Please inform the Events Manager if you intend to use your own photos of the Shine Dome for publicity purposes.
- During federal elections no single political party may hire the venue for any purpose. This does not include events in which a majority of parties are represented.
- If the Academy has reason to believe that any function may adversely affect its reputation, 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 Academy must be informed of all media who have the intention of photographing or filming while in attendance at the Shine Dome.
- 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. Poster boards can be hired from SBX - System Built Exhibitions (02) 6239 1028.
- It is the responsibility of the hirer to ensure that all event delegates have exited The Shine Dome by the agreed departure time, or additional charges will apply.
- 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 emphasise in their publicity and at the commencement of their function that food and drink is NOT to be taken into the Ian Wark Theatre. Bottled water however is permitted.**

Confirmation

Confirmation of a booking is made by completing this booking form within ten (10) days of the original enquiry. A deposit of 25% will be required, which will be invoiced upon acceptance of the booking. This deposit is non-refundable after 30 business days prior to your event.

Twenty one (21) days prior to the event we request that you confirm in writing all the relevant details of the event. Information should include: function room set up, duration of event, catering arrangements, estimated number of guests, and AV requirements.



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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 be held after hours, i.e.; after 5:00pm weekdays, public holidays, weekends etc, there will be an hourly fee charged for caretaking.

Weekday evenings (after 5.00pm)	\$40 per hour
Saturday (all day)	\$45 per hour
Sundays & public holidays (all day)	\$50 per hour

All prices are inclusive of GST.

Cleaning & additional services

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. The full cost of cleaning will be passed on to the hirer.

Additional services such as catering, 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, eg a trade show**) 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.



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Commitment to Work Health and Safety

The Australian Academy of Science is committed to providing a venue that:

- Is safe and healthy for staff, contractors, hirers and visitors;
- Is without risk to the environment; and
- Complies with the Work Health & Safety Act 2011, and other relevant legislation and regulations and codes of practice.

Responsibilities

Staff, contractors, hirers and visitors are responsible for ensuring that their actions or omissions do not create or increase a risk to the health and safety of themselves or others. They must:

- Observe safe work procedures at all times;
- Use equipment in accordance with safe work instructions; and
- Report any accidents/incidents, near miss, hazards or OHS concerns.

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 the 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 all the conditions of hire.

Name: _____

Organisation: _____

Signature: _____ Date: _____

Payment details

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

Credit card payments can be made over the phone directly with our finance department.

**For any enquires, contact the Events team
on (02) 6201 9462 or email events@science.org.au**