Thank you for considering Flinders University at Victoria Square for your upcoming event.

Conveniently located in the heart of Adelaide CBD at the corner of Victoria Square and Flinders St, Flinders Victoria Square offers prime facilities to host your next event. Our range of versatile and functional space is best suited to hosting conferences, meetings, workshops, lectures and seminars.

Hosting your event at Flinders Victoria Square provides the benefits of:
- An easily accessible location for local and interstate guests with nearby accommodation, restaurants & cafes and shopping precincts
- An outstanding selection of highly adaptable spaces
- All-inclusive audio visual equipment, ensuring presentations are delivered with absolute clarity and professionalism
- Flexible catering options
- Reliable onsite event support
- Views of Adelaide Hills and Victoria Square Precinct

We look forward to hosting you at Flinders University Victoria Square.

For current venue hire fees please visit our website.

Contact us
P: 08 7221 8686
E: victoriasquare@flinders.edu.au
182 Victoria Square
Adelaide SA 5000
flinders.edu.au/campus/victoria-square

<table>
<thead>
<tr>
<th>Room</th>
<th>Page no.</th>
<th>Capacity</th>
<th>Style</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 1, level 1</td>
<td>1</td>
<td>100</td>
<td>Theatre</td>
<td></td>
</tr>
<tr>
<td>Room 2, level 1</td>
<td>1</td>
<td>50</td>
<td>Multi-use</td>
<td></td>
</tr>
<tr>
<td>Room 3, level 1</td>
<td>1</td>
<td>10</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Room 4, level 1</td>
<td>1</td>
<td>20</td>
<td>Classroom</td>
<td></td>
</tr>
<tr>
<td>Room 5, level 1</td>
<td>1</td>
<td>10</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Room 2.1, level 2</td>
<td>1</td>
<td>50 per room</td>
<td>Multi-use</td>
<td></td>
</tr>
<tr>
<td>Room 2.2, level 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 2.3, level 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 10.1, level 10</td>
<td></td>
<td>50 per room</td>
<td>Multi-use</td>
<td></td>
</tr>
<tr>
<td>Room 10.2, level 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 10.3, level 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boardroom North and/or South, level 11</td>
<td></td>
<td>18 per room or 36 combined</td>
<td>Boardroom</td>
<td></td>
</tr>
</tbody>
</table>
Room 1 offers plenty of natural light with stunning views of Victoria Square, Flinders Street and Pilgrim Uniting Church.

Best suited to larger events such as presentations, special lectures, conferences, expos and cocktail parties. This room also includes access to a breakout area (standing only) for up to 50 guests, perfect for catering and networking purposes. Please note that this is also a communal area for students and staff.

**MODE AND CAPACITY**

<table>
<thead>
<tr>
<th>Mode</th>
<th>Theatre</th>
<th>U-Shape</th>
<th>Classroom (rows)</th>
<th>Workshop (groups)</th>
<th>Boardroom</th>
<th>Cocktail (standing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre</td>
<td>100</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>150</td>
</tr>
</tbody>
</table>

**AUDIO VISUAL EQUIPMENT**

- Data projector and screens. Includes:
  - 2 x drop down screens - 2 x digital screens
- PC and internet
- Laptop connectivity
- Microphones. Includes:
  - 2 x roving
  - 2 x lapel
  - 1 x lectern
- Telephone
- Wi-Fi access*
- USB lecture recording
- Live streaming
- Videoconferencing
- Document camera
- BluRay player
- Skype and WebEx enabled
- Hearing loop

**OTHER EQUIPMENT**

- Chairs with tablet arms
- Whiteboard
- Mobile lectern
- Trestle tables*
- Urns/air pots*
- Bar tables*
- Poster boards and easels*

*available on request/subject to availability
Room 2 offers plenty of natural light with great views of Flinders Street and Pilgrim Uniting Church.

**MODE AND CAPACITY**

<table>
<thead>
<tr>
<th>Mode</th>
<th>Theatre</th>
<th>U-Shape</th>
<th>Classroom (rows)</th>
<th>Workshop (groups)</th>
<th>Boardroom</th>
<th>Cocktail (standing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre</td>
<td>60</td>
<td>30</td>
<td>50</td>
<td>48</td>
<td>30</td>
<td>50</td>
</tr>
</tbody>
</table>

**AUDIO VISUAL EQUIPMENT**

- Data projector and screen
- PC and internet
- Laptop connectivity
- 1 x lapel microphone
- Telephone
- Wi-Fi access*
- USB lecture recording
- Live streaming
- Document camera
- Skype and WebEx enabled
- Hearing loop

**OTHER EQUIPMENT**

- Individual portable tables and chairs
- Whiteboard
- Mobile lectern*
- Trestle tables*
- Urns/air pots*
- Poster boards and easels*

*available on request/subject to availability
Room 3 is best suited to small meetings, interviews and breakout sessions.

Includes:
- Portable tables and chairs
- PC and internet
- Whiteboard
- Wi-Fi access*
- Portable projector* (Bring your own device)

*available on request/subject to availability

Mode and Capacity

<table>
<thead>
<tr>
<th>Mode</th>
<th>Theatre</th>
<th>U-Shape (rows)</th>
<th>Classroom (rows)</th>
<th>Workshop (groups)</th>
<th>Boardroom (standing)</th>
<th>Cocktail (standing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>10</td>
<td>NA</td>
</tr>
<tr>
<td>U-Shape (rows)</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Classroom (rows)</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Workshop (groups)</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Boardroom (standing)</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Cocktail (standing)</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
Equipped with full AV facilities, room 4 is perfect for small workshops, seminars, breakout sessions and presentations.

**AUDIO VISUAL EQUIPMENT**
- Data projector and TV screen
- PC and internet
- Laptop connectivity
- 1 x lapel microphone
- Telephone
- Wi-Fi access*
- USB lecture recording
- Live streaming
- Skype and WebEx enabled
- Hearing loop

**OTHER EQUIPMENT**
- Portable tables and chairs
- Whiteboard
- Trestle tables*
- Urns/air pots*

*available on request/subject to availability

<table>
<thead>
<tr>
<th>MODE AND CAPACITY</th>
<th>Theatre</th>
<th>U-Shape (rows)</th>
<th>Classroom (groups)</th>
<th>Workshop (groups)</th>
<th>Boardroom (standing)</th>
<th>Cocktail (standing)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
<td>12</td>
<td>19</td>
<td>14</td>
<td>16</td>
<td>NA</td>
</tr>
</tbody>
</table>
**ROOM 5, LEVEL 1**

Room 5 is best suited to small meetings, interviews and breakout sessions.

**MODE AND CAPACITY**

<table>
<thead>
<tr>
<th>Mode</th>
<th>Theatre</th>
<th>U-Shape (rows)</th>
<th>Classroom (groups)</th>
<th>Workshop (standing)</th>
<th>Boardroom (standing)</th>
<th>Cocktail (standing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>10</td>
<td>NA</td>
</tr>
</tbody>
</table>

**INCLUDES**

- Portable tables and chairs
- PC and internet
- Wi-Fi access*
- Whiteboard
- Portable projector*

*available on request/subject to availability

![Boardroom Diagram]
LEVEL 2 ROOMS (2.1-2.2-2.3) AND LEVEL 10 ROOMS (10.1-10.2-10.3)

All rooms on levels 2 and 10 can be hired individually or combined to accommodate up to 150 guests.

Equipped with full AV facilities, plenty of natural light and access to kitchenette, these rooms are ideal for workshops, seminars and small lectures/presentations.

### AUDIO VISUAL EQUIPMENT
- Data projector and screen
- PC and internet
- Laptop connectivity
- Level 2 microphones (2 x roving and 2 x lapel)
- Level 10 microphones (1 x roving and 1 x lapel)
- Telephone
- Wi-Fi access
- USB lecture recording
- Live streaming
- Document camera
- BluRay player (level 10 only)
- Air Media (level 10 only)
- Skype and WebEx enabled
- Hearing loop

### OTHER EQUIPMENT
- Portable tables and chairs
- Whiteboard
- Mobile lectern*
- Trestle tables*
- Urns/air pots*
- Poster boards and easels*
*available on request/subject to availability

<table>
<thead>
<tr>
<th>MODE AND CAPACITY</th>
<th>Theatre</th>
<th>U-Shape</th>
<th>Classroom (rows)</th>
<th>Workshop (groups)</th>
<th>Boardroom (standing)</th>
<th>Cocktail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre</td>
<td>50</td>
<td>35</td>
<td>50</td>
<td>50</td>
<td>36</td>
<td>60</td>
</tr>
<tr>
<td>U-Shape</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boardroom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LEVEL 11, BOARDROOMS NORTH & SOUTH

Located in the heart of the CBD with views of the Adelaide Hills and Flinders Street, Boardrooms North and/or South are perfect for executive meetings, lunches and corporate functions.

AUDIO VISUAL EQUIPMENT
- PC and internet access
- Data projector and screen
- Laptop connectivity
- Videoconferencing (available in Boardroom South only or when rooms are combined)
- Skype
- Teleconferencing
- Handheld microphone (available in Boardroom South only or when rooms are combined)
- Wi-Fi access*

OTHER EQUIPMENT
- Crockery
- Urns/air pots*
- Mobile lectern*
- Catering tables
*available on request/subject to availability

Crockery is available for boardroom events only. Please note that tea & coffee supplies are not provided. For a full list of crockery available, please contact us.

<table>
<thead>
<tr>
<th>MODE AND CAPACITY</th>
<th>Theatre</th>
<th>U-Shape</th>
<th>Classroom (rows)</th>
<th>Workshop (groups)</th>
<th>Boardroom</th>
<th>Cocktail (standing)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>18 per room</td>
<td>30 per room</td>
</tr>
</tbody>
</table>
Thank you for choosing to hold your event at Flinders University Victoria Square. Please familiarise yourself with the following information prior to your event.

**FACILITIES**
Levels 1, 2, 10 and 11 are equipped with kitchen facilities, including fridge, microwave, instant boiling and chilled filtered water. Crockery and utensils are not provided and cooking is not permitted on site.

**PAYMENT (EXTERNALS ONLY)**
You will receive an invoice approximately 2 weeks after your event. Accepted payment methods include EFT and cheque.

**CANCELLATION POLICY**
Cancellations received 7 days (or less) prior to a confirmed booking may incur a cancellation fee (externals only). Tentative bookings not confirmed 2 weeks prior to your event date may be subject to cancellation.

**CATERING**
If catering is required, it is the responsibility of the event organiser to order directly through one of our approved caterers. Please visit our website for a current list. Non-approved caterers will be restricted to drop off and pick-up service only due to Work, Health & Safety requirements. Please ensure you remove any leftover food or drinks at the conclusion of your event.

**SELF-CATERING**
Should you wish to provide your own catering this is also permitted. Cooking on-site is not permitted.

**ALCOHOL**
**External events**
If you wish to serve alcohol at your event you will be required to adhere to Flinders University by-laws governed by the Liquor Licensing Act 1997 (SA). Please contact us for more information.

**Internal events**
If you are serving alcohol at your event, please complete the University Liquor Permit Application [www.flinders.edu.au/policy_and_secretariat_files/Documents/LiquorPermit.pdf](http://www.flinders.edu.au/policy_and_secretariat_files/Documents/LiquorPermit.pdf)
It is the organiser's responsibility to ensure that the correct permit is in place. Please note that Buildings & Property will send a copy of approved permit to Victoria Square Security.

**AV/IT EQUIPMENT AND SUPPORT**
It is the hirer's responsibility to operate any AV/IT equipment during an event.

If assistance is required, note that all technical issues need to be referred to the Audio Visual support team on 8201 2345 (option 1) between 8.30am-5.00pm Monday to Friday.

If you would like to arrange a test-run of AV equipment prior to your event, please advise us to organise an appointment. Victoria Square staff will not take responsibility if presentations are not displaying properly if they have not been tested prior to the event.

Under no circumstances should AV equipment be moved from the room. If equipment is faulty, damaged or missing please advise us by emailing victoriasquare@flinders.edu.au

**TELECONFERENCE, VIDEOCONFERENCE, SKYPE & LECTURE RECORDING**
These facilities are available in selected rooms. For instructions and room capabilities please refer to the technology guide [www.flinders.edu.au/content/dam/documents/campus/victoria-square/VictoriaSquareTechnologyGuide.pdf](http://www.flinders.edu.au/content/dam/documents/campus/victoria-square/VictoriaSquareTechnologyGuide.pdf)

**AFTERHOURS AND WEEKEND AV SUPPORT**
(FLINDERS STAFF ONLY)
Prior to your event, please call x12345, option 1 (between 9am-5pm, Monday to Friday) to discuss your AV support needs.

**WI-FI**
**Staff and students**
Wireless internet access is available for Flinders staff and students by connecting to ‘eduroam’ (FAN and password required).

**Internal events**
Please contact ITS on x12345 for information regarding access for external guests.

**External events**
Please advise us at the time of your booking to obtain an access code.

**BUILDING ACCESS**
The building is accessible from 8.00am to 6.00pm Monday to Friday. All Flinders University floors (levels 1, 2, 10 & 11) are open from 8.00am to 9.00pm. For access outside these hours, including weekends, please contact us for more information. This may be subject to an additional fee for security. More information about building access [www.flinders.edu.au/campus/victoria-square/building-access-facilities](http://www.flinders.edu.au/campus/victoria-square/building-access-facilities)

**Afterhours Access (Flinders staff only)**
The building is accessible via swipe card (from Victoria Square side entrance) between 6.00am to 9.15pm. To arrange access on your staff ID card please email vssecurity@flinders.edu.au.
PARKING, TRANSPORT AND ACCOMMODATION

LOADING AND UNLOADING
There is on-street parking in front of 182 Victoria Square for loading and unloading for a maximum of 15 minutes.

WORK, HEALTH & SAFETY AND FIRST-AID

INSURANCE
As a condition of hire, external clients are required to hold their own public liability insurance policy to the value of $20,000,000, as they are not covered by the University's insurance. The University may ask for a copy of the certificate of currency.

SECURITY
Security is on site from 8.00am to 9.00pm Monday to Friday. For assistance please call 0427 611 106 from a mobile or press the security speed dial button from an internal phone.

AIR-CONDITIONING
The air-conditioning is set at a level by building maintenance and it is not controlled by Victoria Square staff.

PRINTING (FLINDERS STAFF ONLY)
Printing is available on ground floor, levels 1, 2, and 11 at no cost for Flinders staff. Please contact ITS on x12345 regarding printer installation.

SIGNAGE
All events booked at Victoria Square are listed on the digital signage located on the ground floor, and levels 1, 2, 10 and 11.

AFTER YOUR EVENT
Please ensure:
• AV system, computer and lights are turned off
• USB is removed from computer
• All excess food and rubbish is placed in the bin provided or removed from the room

RESERVED RIGHTS
We reserve the right to change or make corrections to these 'terms and conditions' and any of the information provided on this document at any time and without any prior notice at our sole discretion.

Flinders Victoria Square reserves the right to reallocate any event to an alternative room, or to cancel any booking at any time if it disrupts the University's core business of teaching.
1 HIRE

1.1 The University agrees to grant the Hirer a non-exclusive licence to use the specified University buildings, equipment and facilities ("the Facilities") for the purpose of the specified activities or events on times and dates set out in this Agreement.

1.2 The licence in clause 1.1 is granted on the condition that the Hirer provides evidence of insurance as required under clause 4.3.

1.3 The Hirer must pay the rates, including any deposits and cancellation fees, for hire of the Facilities as advised by the University from time to time.

1.4 If GST is imposed on any supply made under this Agreement, the recipient must pay to the supplier an additional amount equal to the GST payable for the supply subject to the recipient receiving a valid tax invoice in respect of the supply at or before the time of payment. Any reimbursement of expenses under this Agreement will be net of input tax credits (if any) to which the party is entitled.

2 PERMITS

2.1 The Hirer must obtain all necessary consents, approvals or permits required from time to time by any authority in relation to the use of the Facilities by the Hirer. The Hirer must comply with the terms and conditions of any consent, approval or permit.

2.2 The Hirer must comply with all applicable legislation.

2.3 No alcoholic beverages will be brought on or consumed on University land except in accordance with the University By-laws and Rules and with the prior written approval of the University.

3 INDEMNITIES

The Hirer agrees to release and indemnify and keep indemnified the University from and against:

- any and all injuries, actions, claims, losses, damages, costs, penalties and expenses of whatsoever kind and nature arising from or out of the use of the Facilities by the Hirer or its servant, agents or invitees;
- all loss and damage to any building, facility, equipment or other part of the University caused by the Hirer, its servants, agents or invitees.

3.2 Clause 3.1 of this Agreement continues in full force and effect notwithstanding the expiry or termination of this Agreement.

3.3 The University shall not be held liable for any interference or enforced cancellation of the activities or events proposed to be undertaken by the Hirer which is caused by any circumstance beyond the control of the University.

3.4 The Hirer agrees to use the Facilities at its own risk and without limitation agrees that all property brought on to the Facilities by the Hirer or its servants, agents or invitees shall be at the sole risk of the Hirer. Neither the University nor its servants or agents shall be liable for any thefts or losses incurred by the Hirer, its servants, agents or invitees or for any items remaining on the University after the end of the occupancy.

4 INSURANCE

4.1 The Hirer must provide and maintain a public and products liability insurance policy during the term of this Agreement for an amount of not less than $10,000,000.

4.2 The Hirer must provide and maintain any other insurance reasonably required by the University.

4.3 Prior to the commencement date of this Agreement the Hirer shall provide certificates of currency of the insurance required under clauses 4.1 and 4.2.

4.4 Clauses 4.1, 4.2 and 4.3 will not apply where the Hirer is an individual hiring the Facilities for private and non-commercial purposes.

5 THE HIRER’S OBLIGATIONS THE HIRER MUST:

5.1 ensure that its servant agents and invitees take all reasonable care to avoid damaging the Facilities or any other improvements on University land and immediately report any such damage to the University;

5.2 provide adequate security controls and ensure generally the good order and conduct of the activities;

5.3 ensure that its servants, agents and invitees do not smoke in buildings on University land;

5.4 ensure that its servants, agents and invitees do not consume food or beverages except in designated areas;

5.5 notify the University by the end of the next working day of any damages or breakages caused to the Facilities by the Hirer or its servants, agents or invitees or as a result of a failure by the Hirer to lock a room or building after use, and pay the cost of repairing such damages or breakages;

5.6 at the expiration of the occupancy remove all rubbish and waste from the Facilities and ensure the Facilities are left in the same condition as at the commencement date of this Agreement;

5.7 advise the University of all electrical equipment to be used in advance of the occupancy;
8. 5.8 follow the University’s instructions of re evacuation procedures and use of electrical equipment as advised to the Hirer from time to time;
9. 5.9 if required by the University, use the services of University staff and pay the cost of those services at the rates advised by the University from time to time.
10. 5.10 comply with any other terms and conditions required for hire of the Facilities as advised by the University.

THE HIRER MUST NOT:
11 5.11 use, or permit the Facilities to be used in any noxious or offensive manner or do or permit on the Facilities or at the University anything which in the opinion of the University may be or become a nuisance or disturbance or cause damage to the University;
12 5.12 alter, drill, mark or deface any part of the Facilities; nor may seating be altered or removed without prior approval of an authorized officer. Gangways, passageways, aisles, relighting equipment and exits must be kept free of obstructions at all times.
13 5.13 misuse, overload or interfere with the connection, fittings or equipment for the supply of any service;
14 5.14 permit naked flames in any building.

6 REMEDYING OF DEFAULT
1 6.1 The University may remedy a default by the Hirer under this Agreement at any time without notice. If the University elects to remedy a default by the Hirer all reasonable costs and expenses incurred by the University in remedying a default must be paid by the Hirer to the University within 14 days of the University notifying the Hirer of the amount.

7 TERMINATION
1 7.1 The University may terminate this Agreement, by notice in writing to the Hirer, if in the reasonable opinion of the University, the Hirer is in breach of the terms of this Agreement.
2 7.2 The University may terminate this Agreement without notice if the Hirer engages in any activity, which, in the opinion of the University, is objectionable, dangerous, contrary to the law, or detrimental to the reputation of the University.

8 UNIVERSITY
1 8.1 Employees and agents of the University shall be entitled to enter the Facilities at any time to ensure compliance with the terms of this Agreement.
2 8.2 The University reserves all rights in regard to the sale of refreshments in the Facilities.
3 8.3 The University reserves the right to screen advertising material the Hirer publishes for the event. The Hirer must produce the material upon request by the University.

9 SUB-LICENCE
1 9.1 The Applicant shall not sub-licence the Facilities and the Facilities must not be used by any organisation other than that named in this Agreement.
Bedford Park campus has a wide range of venues and facilities available for hire. We welcome booking enquiries from business partners and the community.

Please note during peak semester times availability may be restricted. For more information please visit - www.flinders.edu.au/campus/bedford-park/venue-hire-catering
This brochure contains promotional information relevant to spaces and facilities at Flinders University at Victoria Square, and are subject to change without notice.