



# VICTORIA SQUARE EVENTS GUIDE









# WELCOME

## 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.

### Contact us










































P: 08 7221 8686

E: [victoriasquare@flinders.edu.au](mailto:victoriasquare@flinders.edu.au)

182 Victoria Square

Adelaide SA 5000

[flinders.edu.au/campus/victoria-square](https://flinders.edu.au/campus/victoria-square)

Room	Page no.	Capacity	Style	Features
<b>Room 1, level 1</b>	1	100	Theatre	     
<b>Room 2, level 1</b>	1	50	Multi-use	     
<b>Room 3, level 1</b>	1	10	Meeting	  
<b>Room 4, level 1</b>	1	20	Classroom	     
<b>Room 5, level 1</b>	1	10	Meeting	  
<b>Room 2.1, level 2</b> <b>Room 2.2, level 2</b> <b>Room 2.3, level 2</b> (rooms can be combined)	1	50 per room	Multi-use	     
<b>Room 10.1, level 10</b> <b>Room 10.2, level 10</b> <b>Room 10.3, level 10</b> (rooms can be combined)	1	50 per room	Multi-use	     
<b>Boardroom North and/or South, level 11</b>	1	18 per room or 36 combined	Boardroom	    



Male and female toilets



Catering permitted



Hearing loop



Accessible toilets



Kitchen facilities



AV







# ROOM 1, LEVEL 1



## 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.

### 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

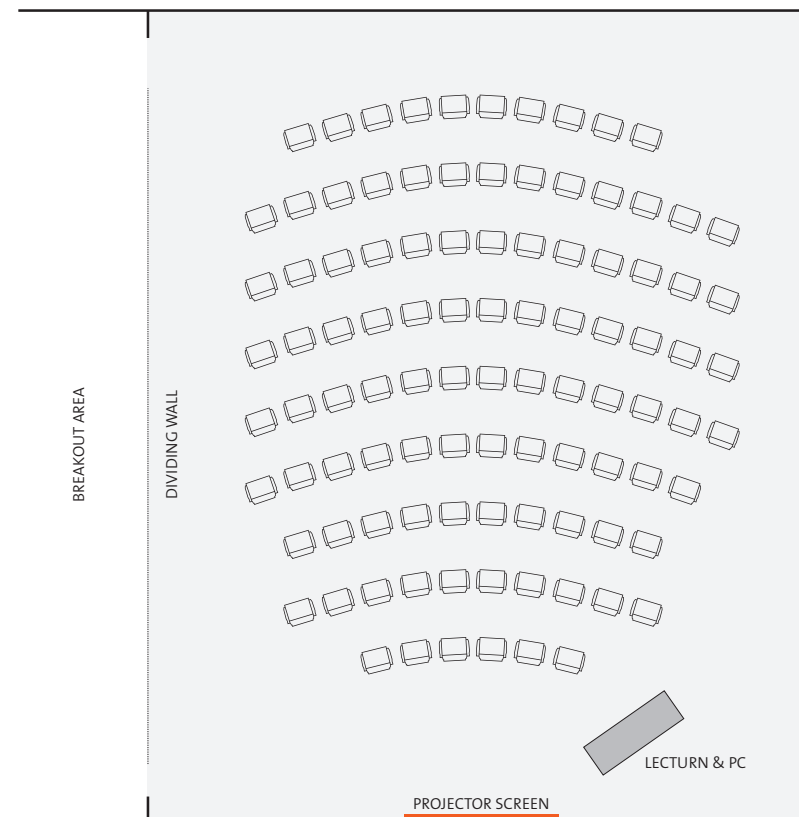
- Chairs with tablet arms
- Whiteboard
- Mobile lectern
- Trestle tables\*
- Urns/air pots\*
- Bar tables\*
- Poster boards and easels\*

\*available on request/subject to availability

### MODE AND CAPACITY

Theatre	U-Shape	Classroom (rows)	Workshop (groups)	Boardroom	Cocktail (standing)
82	NA	NA	NA	NA	NA

### THEATRE





# ROOM 2, LEVEL 1



**Room 2 offers plenty of natural light with great views of Flinders Street and Pilgrim Uniting Church.**

## 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

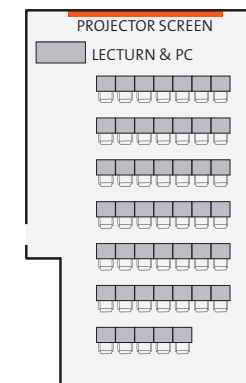
- Individual portable tables and chairs
- Whiteboard
- Mobile lectern\*
- Trestle tables\*
- Urns/air pots\*
- Poster boards and easels\*

\*available on request/subject to availability

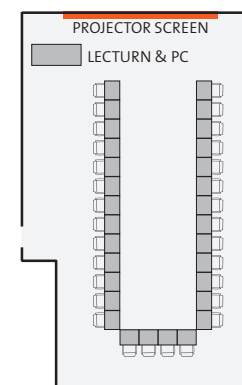
## MODE AND CAPACITY

Theatre	U-Shape	Classroom (rows)	Workshop (groups)	Boardroom	Cocktail (standing)
50	NA	50	48	30	50

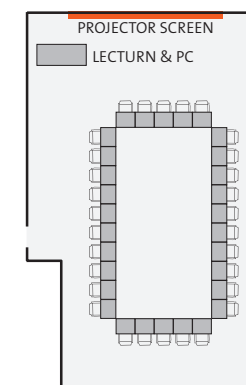
## CLASSROOM



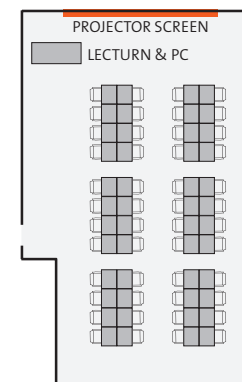
## U-SHAPE



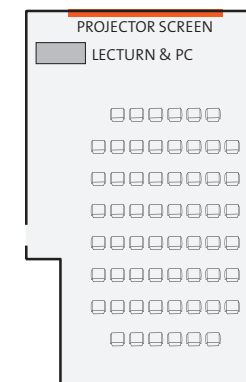
## BOARDROOM



## WORKSHOP



## LECTURE









# ROOM 3, LEVEL 1



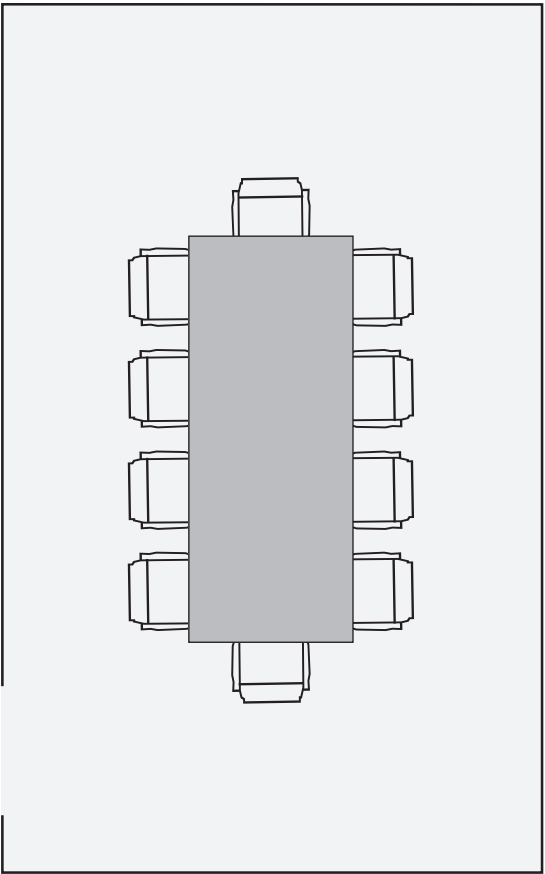
Room 3 is best suited to small meetings, interviews and breakout sessions.

## INCLUDES

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

\*available on request/subject to availability

## BOARDROOM



MODE AND CAPACITY					
Theatre	U-Shape	Classroom (rows)	Workshop (groups)	Boardroom	Cocktail (standing)
NA	NA	NA	NA	10	NA







# ROOM 4, LEVEL 1



**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

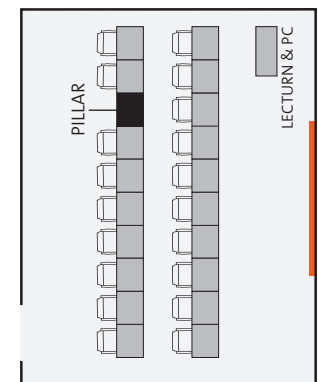
- Portable tables and chairs
- Whiteboard
- Trestle tables\*
- Urns/air pots\*

\*available on request/subject to availability

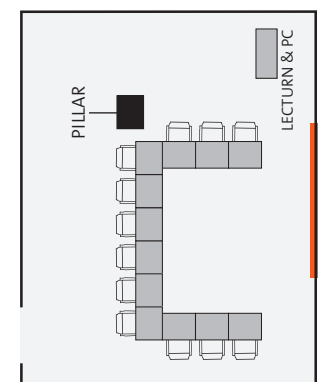
## MODE AND CAPACITY

Theatre	U-Shape	Classroom (rows)	Workshop (groups)	Boardroom	Cocktail (standing)
20	12	19	14	16	NA

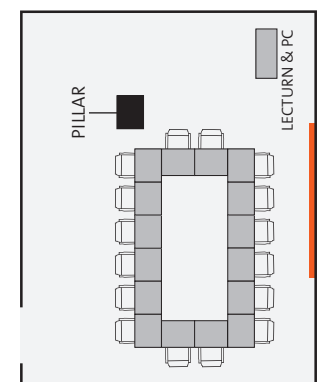
## CLASSROOM



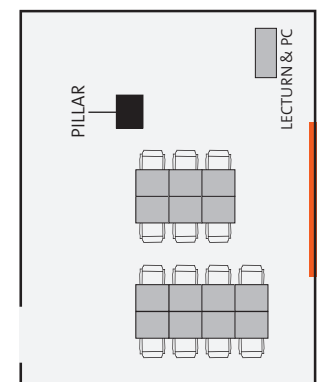
## U-SHAPE



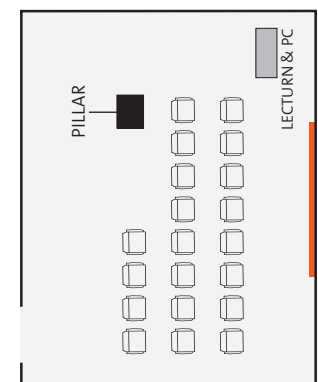
## BOARDROOM



## WORKSHOP



## LECTURE







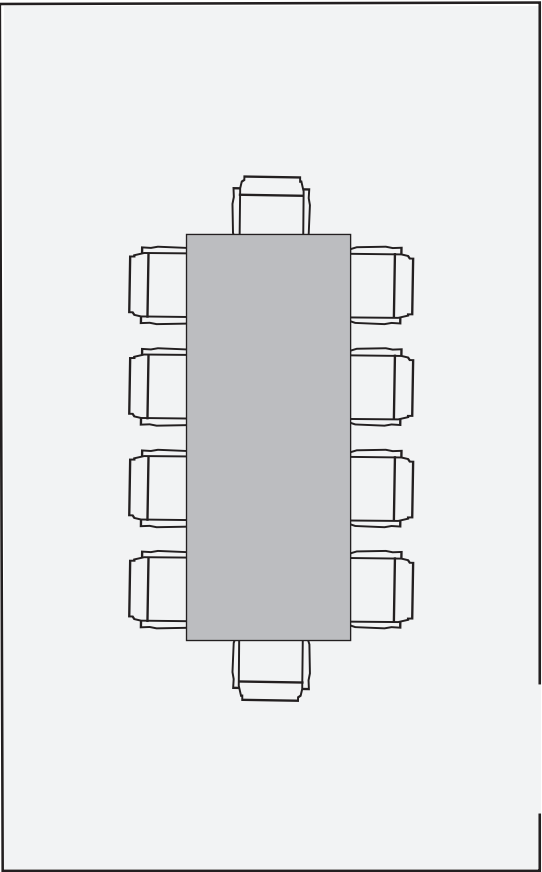
# ROOM 5, LEVEL 1



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

- INCLUDES
- Portable tables and chairs
  - PC and internet
  - Wi-Fi access\*
  - Whiteboard
  - Portable projector\*
- \*available on request/subject to availability

BOARDROOM



MODE AND CAPACITY					
Theatre	U-Shape	Classroom (rows)	Workshop (groups)	Boardroom	Cocktail (standing)
NA	NA	NA	NA	10	NA





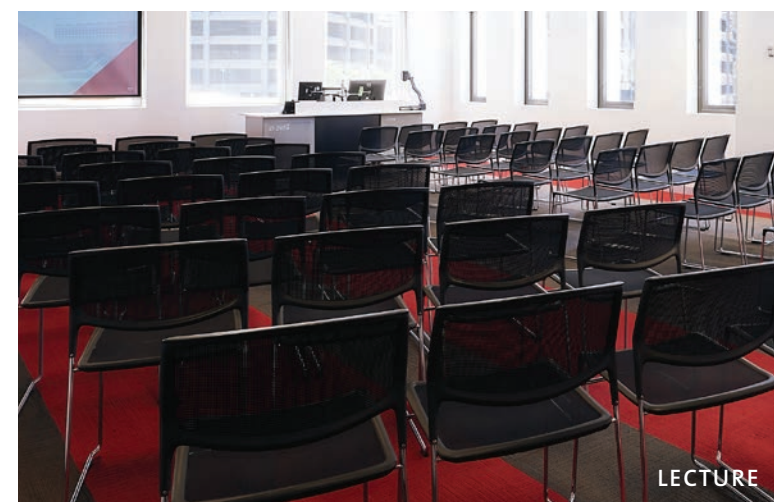
WORKSHOP



CLASSROOM



BOARDROOM



LECTURE

# 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 142 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

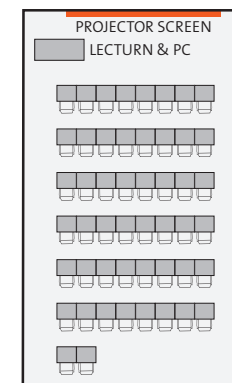
## OTHER EQUIPMENT

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

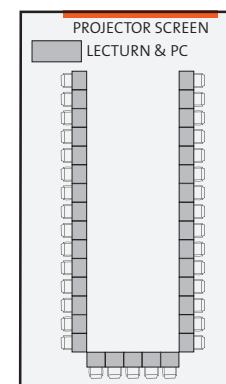
## MODE AND CAPACITY

Theatre	U-Shape	Classroom (rows)	Workshop (groups)	Boardroom	Cocktail (standing)
45	30	45	45	30	45

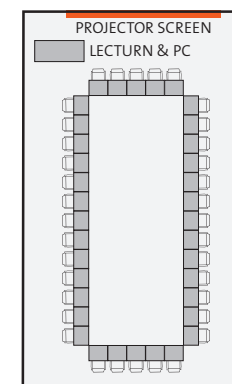
## CLASSROOM



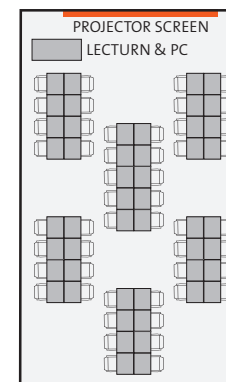
## U-SHAPE



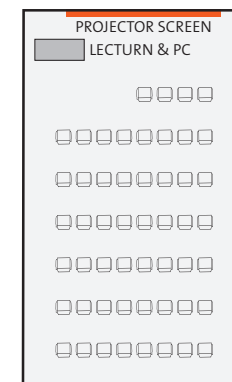
## BOARDROOM



## WORKSHOP



## LECTURE







BOARDROOMS COMBINED



BOARDROOM SOUTH



BOARDROOM NORTH

# 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\*

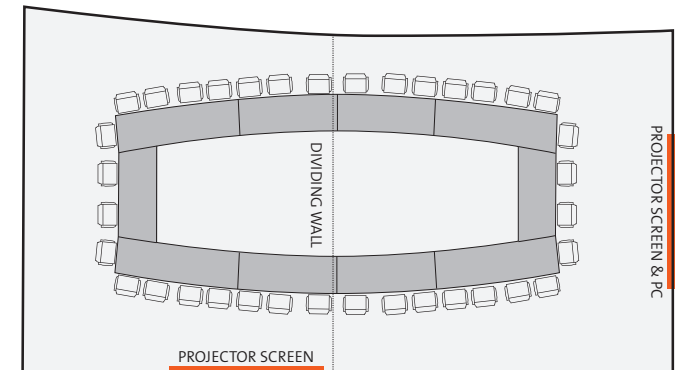
## OTHER EQUIPMENT

- Crockery
- Urns/air pots\*
- Mobile lectern\*
- Catering tables

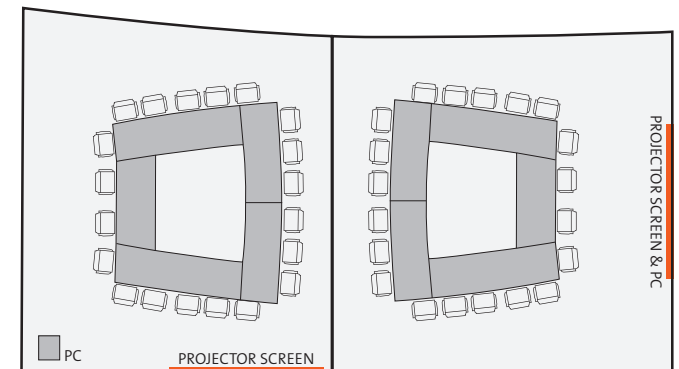
\*available on request/subject to availability

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.

## COMBINED BOARDROOM



## SEPERATE BOARDROOMS



## MODE AND CAPACITY

Theatre	U-Shape	Classroom (rows)	Workshop (groups)	Boardroom	Cocktail (standing)
NA	NA	NA	NA	18 per room	18 per room



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# ROOM BOOKING INFORMATION

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, 6, 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.

## 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.

### WHS requirements | Event host responsibility:

- Best endeavors to meet 1.5m distancing between people is at all times
- No shared food/utensils/drink (no self serve)–server required for urns etc
- Good hygiene in terms of hand sanitiser for attendees
- When external guests, contact tracing attendee details (SA Health requirement)
- Make sure to inform attendees, if unwell stay home, seek medical advice refer to Event Safety Webpage, for more advice please contact the Concierge.

## ALCOHOL

### Internal events

If you are serving alcohol at your event, please complete the University Liquor Permit Application by raising a Service One request - <https://flindersuni.service-now.com/csp>

It is the organiser's responsibility to ensure that the correct permit is in place. Please note that Property, Facilities and Development Customer Service Team will email a copy of approved permit to Victoria Square Security and Concierge.

### 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-5pm 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](mailto:victoriasquare@flinders.edu.au)

## TELECONFERENCING, VIDEOCONFERENCING, 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 ANDWEEKEND AVSUPPORT (FLINDERS STAFF ONLY)

Prior to your event, please call x12345, option 1 (between 8.30am-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 IDS on x12345 for information regarding access for external guests.

## BUILDING ACCESS

The building is accessible from 8am to 6pm Monday to Friday.

All Flinders University floors (levels 1, 2, 6, 10 & 11) are open from 8am to 9pm. 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 6am to 9pm. To arrange access on your staff ID card please raise a Service One request - <https://flindersuni.service-now.com/csp>

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## **PARKING, TRANSPORT AND ACCOMMODATION**

More informatoin about parking, public transport and accommodation [www.flinders.edu.au/campus/victoria-square/parking-transport](http://www.flinders.edu.au/campus/victoria-square/parking-transport)

## **LOADING AND UNLOADING**

There is on-street parking in front of 182 Victoria Square for loading and unloading for a maximum of 10 minutes.

## **WORK, HEALTH & SAFETY AND FIRST-AID**

More information about work, health and safety, and first aid [www.flinders.edu.au/campus/victoria-square/whs-evacuation-first-aid](http://www.flinders.edu.au/campus/victoria-square/whs-evacuation-first-aid)

## **SECURITY**

Security is on site from 4.30pm to 9pm 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, 6 and 11 at no cost for Flinders staff. Please contact IDS 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.



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# TERMS AND CONDITIONS

## 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.

## 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 THE HIRER'S OBLIGATIONS THE HIRER MUST:

- 4.1 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;
- 4.2 provide adequate security controls and ensure generally the good order and conduct of the activities;
- 4.3 ensure that its servants, agents and invitees do not smoke in buildings on University land;
- 4.4 ensure that its servants, agents and invitees do not consume food or beverages except in designated areas;
- 4.5 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;
- 4.6 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;
- 4.7 advise the University of all electrical equipment to be used in advance of the occupancy;

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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 authorised 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.



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# OTHER VENUES FOR HIRE

Bedford Park campus has a wide range of venues and facilities available for hire. We welcome booking enquiries from strategic business partners and relevant stakeholders.

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](http://www.flinders.edu.au/campus/bedford-park/venue-hire-catering)







CRICOS Provider Number: 00114A

This brochure contains promotional information relevant to spaces and facilities at Flinders University at Victoria Square, and are subject to change without notice.



