MADEC Community College
Facilities & Room Hire Pack
About Our Venue

Property Contact Details
Street Address: 133 - 137 Madden Avenue
Postal Address: PO Box 5055
Telephone: (03) 5023 7233
Email: collegeadmin@madec.edu.au
Web: www.madec.edu.au

Information & Requirements
Reception Hours: 8am - 5.30pm (Mon to Fri)
Property Available Hours: 8am - 9pm (Mon to Fri)
8am - 3pm (Sat)

Property Features
• Located in City Centre
• Close to Accommodation Venues
• Onsite parking including disabled
• Toilets located on both levels
• Tea / Coffee Break Room located on ground floor
• Lift and Wheelchair Access

Meeting & Business Services
• Internet Access
• Printing and photocopying
• Audio Visual equipment
• Direct dial phones
• Whiteboard with whiteboard markers
• Electronic whiteboard
• Flipchart and markers
• Wall mounted projector and screens
• Speakers
• Lectern
• Television & DVD/Video Combo
• Complimentary Tea, Coffee, Water

Catering
Catering by arrangement from local cafe’ can be arranged.
• Continuous Tea & Coffee
• Morning and Afternoon Tea
• Working Lunch

Room Cost
Room costs include IT, tea, coffee & water. Data projectors, laptops, television, DVD, video and public address systems are available dependent upon availability.

 Capacities are subject to additional set up requirements and are a guide only.

Day charge – up to 8 hours hire.

Legend

Tea & Coffee Facilities
Projector
Computer
Whiteboard
Wheelchair Access
The Banksia Room is located on the ground floor and includes a street view. The room is equipped with small kitchenette. The room is perfect for small meetings and staff training.

Standard Audio Visual equipment includes:
- Ceiling mounted Data projector
- Ceiling mounted motorized screen
- Direct dial phone
- Whiteboard with whiteboard markers
- Television & DVD/Video Combo

*Additional equipment (lectern, microphone, speakers, etc) provided upon request and associated costs will be involved.

### Seating Capacity

<table>
<thead>
<tr>
<th>Boardroom</th>
<th>U-Shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 - 20 people</td>
<td>16 people</td>
</tr>
</tbody>
</table>
The Break Out Area is located on the ground floor in the middle of the building. This open plan space is fully equipped with couches and contains a kitchenette. It has great natural light and is an excellent space for an open plan gathering, staff meeting or club meeting.

*Additional equipment (lectern, microphone, speakers, etc) provided upon request and associated costs will be involved.

**Room capacity**

<table>
<thead>
<tr>
<th>Full Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 people</td>
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</tbody>
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☕️ 📅 🚶‍♀️
Hakea Room is located on the first floor at the front of the building overlooking Madden Avenue. The room is well lit with natural light and is great for staff training, meetings and conferences.

Standard Audio Visual equipment includes:
- Direct dial phone
- Whiteboard with whiteboard markers
- Television & DVD/Video Combo
- Direct internet access
- Please advise of your requirements

*Additional equipment (lectern, microphone, speakers, etc) provided upon request and associated costs will be involved.

### Seating capacity

<table>
<thead>
<tr>
<th></th>
<th>Classroom</th>
<th>Boardroom</th>
<th>U-shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 people</td>
<td>24 people</td>
<td>20 people</td>
<td></td>
</tr>
</tbody>
</table>
Hibiscus Room is located on the first floor at the front of the building. The room is open and very well lit with natural light and is suitable for corporate workshops, training and functions.

Standard Audio Visual equipment includes:
• Ceiling mounted Data projector
• Direct dial phone
• Whiteboard with whiteboard markers
• Television & DVD/Video Combo
• Direct internet access
• Please advise of your requirements

*Additional equipment (lectern, microphone, speakers, etc) provided upon request and associated costs will be involved.

### Room capacity

<table>
<thead>
<tr>
<th>Theatre</th>
<th>Classroom</th>
<th>Boardroom</th>
<th>U- shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-30 people</td>
<td>24 people</td>
<td>24 people</td>
<td>22 people</td>
</tr>
</tbody>
</table>

![Coffee, Internet, AV, Accessibility]
Hakea & Hibiscus Rooms open to one large room with street views. The room is open and very well lit with natural light and is suitable for corporate workshops, training and functions.

Standard Audio Visual equipment includes:
- Ceiling mounted Data projector
- Direct dial phone
- Whiteboard with whiteboard markers
- Television & DVD/Video Combo
- Please advise of your requirements

*Additional equipment (lectern, microphone, speakers, etc) provided upon request and associated costs will be involved.

**Room capacity**

<table>
<thead>
<tr>
<th>Theatre</th>
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<th>Boardroom</th>
<th>U- shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 - 100 people</td>
<td>48 - 60 people</td>
<td>25 people</td>
<td>30 people</td>
</tr>
</tbody>
</table>

“This room was perfect for our Graduation Ceremony”
Callistemon Room

Callistemon Room is located on the ground floor at the front of the building. The room is open layout and suitable for corporate workshops, training and functions.

Standard Audio Visual equipment includes:
- Ceiling mounted Data projector
- Whiteboard with whiteboard markers
- Television & DVD/Video Combo
- Direct internet access
- Please advise of your requirements

*Additional equipment (lectern, microphone, speakers, etc) provided upon request and associated costs will be involved.

### Room capacity

<table>
<thead>
<tr>
<th>Theatre</th>
<th>Classroom</th>
<th>Boardroom</th>
<th>U- shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 people</td>
<td>24 people</td>
<td>24 people</td>
<td>22 people</td>
</tr>
</tbody>
</table>
Correa Room (Computer Lab) is located on the first floor towards the rear of the building. Presenters computer is linked to data projector for teaching purposes.

Standard Audio Visual equipment includes:
• Ceiling mounted Data projector
• Direct dial phone
• Whiteboard with whiteboard markers
• Television & DVD/Video Combo
• Please advise of your requirements

Computers are loaded with current Microsoft office programs and internet access.

*Additional equipment (lectern, microphone, speakers, etc) provided upon request and associated costs will be involved.

**Room capacity**

<table>
<thead>
<tr>
<th>Classroom</th>
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</thead>
<tbody>
<tr>
<td>15 people + Presenters Computer</td>
</tr>
</tbody>
</table>
Clematis Room (Computer Lab) is located on the first floor towards the rear of the building. Presenters computer is linked to data projector for teaching purposes.

Standard Audio Visual equipment includes:
- Ceiling mounted Data projector
- Direct dial phone
- Whiteboard with whiteboard markers
- Television & DVD/Video Combo
- Please advise of your requirements

Computers are loaded with current Microsoft office programs and internet access.

*Additional equipment (lectern, microphone, speakers, etc) provided upon request and associated costs will be involved.

**Room capacity**

<table>
<thead>
<tr>
<th>Classroom</th>
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</thead>
<tbody>
<tr>
<td>12 people</td>
</tr>
<tr>
<td>+ Presenters Computer</td>
</tr>
</tbody>
</table>

“The Computer Lab was perfect for our staff training”
MADEC Community College Mildura Hire

Terms & Conditions

1. CONFIRMATION. Confirmation of the booking by the client must be made in writing and is dependent on the reservation in writing and acceptance of any quote. Otherwise the property reserves the right to cancel the booking and allocate the venue to another client.

2. PAYMENT. We require full payment of all conference or meetings events within 48 hours prior to the event. Payment options are: Electronic Funds Transfer to “MADEC Australia” (Bank account details BSB 633000 Account no 123943995) Debit Card or Master and Visa Card

3. GUARANTEE OF PAYMENT. The client signatory agrees with MADEC to be liable to ensure payment of all monies payable to MADEC Australia.

4. CANCELLATION. Cancellation within 48 hours of the event will incur a fee of 100% of anticipated revenue at discretion of MADEC Australia.

5. FINAL ATTENDANCE. A guaranteed minimum number of guests attending the event are required two working days prior to the event and the charges will be rendered accordingly. It is the responsibility of the Client to contact MADEC Australia regarding final numbers. Should a guaranteed number not be received, the expected attendance will be taken as final for catering purposes.

6. PRICES. All prices are current at time of quotation and are subject to revision by MADEC Australia prior to signing the contract. All prices quoted are inclusive of GST.

7. ROOM RENTAL CHARGE. Meeting room rental charges are on a per day basis dependent on the room required, time period required and the overall catering requirements.

8. RECEPTION FACILITIES. MADEC Community College reception is available between 8am and 5.30pm weekdays. Reception is available outside of these hours at a cost of $50 per hour.

9. COMMENCEMENT AND VACATING OF ROOMS. The client agrees to begin the function and vacate the designated meeting space at the scheduled times agreed upon. In the event that a meeting should go beyond the agreed finishing time and if the following client is inconvenienced, MADEC Australia reserves the right to charge whatever costs are reasonably incurred to ensure the smooth operation of that meeting/event.

10. DISPLAYS AND SIGNAGE. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface or part of the building. Any signage in the properties public areas must be approved by MADEC Australia prior to the event.

11. PARKING is available in the car park adjacent to our building. There is also on street parking. Parking is NOT permitted in the RSL car park at 130 Madden Avenue, Mildura.

12. DAMAGES. Clients are financially responsible for any damage sustained to MADEC Community College and its contents and property owned or in the care or custody of the property by the client, client’s guests, invitees or other persons attending the event.

13. PUBLIC LIABILITY INSURANCE MADEC Australia requires sighting of Certificate of Currency for Public Liability insurance to a minimum value of $5 million before room hire.

14. RESPONSIBILITY. MADEC Australia will not accept any responsibility for damages or loss of merchandise left in the property or meeting area prior to, during or after the event. All clients’ goods must be removed from the property upon conclusion of the event.

15. CLIENT RESPONSIBILITY. By accepting the terms, conditions and agreements; the client acknowledges and warrants that it has informed all relevant persons involved in the event/function of MADEC Australia terms and conditions.

16. LAWS/REGULATIONS. At no time will the Client commit any act or permit its employees, agents or invitees to commit any act that is illegal, noisome, and offensive or is in breach of MADEC Australia’s rules.

17. ENTIRE AGREEMENT. Subject to amendments as specified in any subsequent Quote or amendment form signed by both parties, the Quote and these terms and conditions constitute the entire agreement of the parties and supersede all prior discussions, negotiations and agreements in relation to the event/function.

I agree & understand the above terms & conditions:

Name:  

Business Company:  

Signature:  

Date:  

***Please sign and email (or fax) this page to collegeadmin@madec.edu.au (fax no: 03 5021 2739) no later than 7 days prior to the event.