

Welcome

Karitane Conference and Function Centre is a state of the art facility that offers great value for money in South West Sydney - right where you want to be. Situated in a health precinct, accessible by public transport, on-site free parking (additional street parking is available).

Our modern facility includes a choice of a large conference room, two training rooms – all ideal for meetings, training, seminars and events. The facility is air conditioned, has a kitchenette, two outdoor courtyards and has wheel chair access.

Enclosed is information to help you plan an event that will meet your needs. We welcome the opportunity to work with you to plan your future event.

If you have any questions, please email KRTNE-ConferenceCentre.nsw.gov.au or phone 02 9794 2348.

Kind Regards
Conference & Events Manager

Conference Rooms

The pre-function areas are suitable for registrations, displays or catering and have plenty of natural light.

Room Type	Description
MJ Goot Conference	Our largest room seats up to 120 theatre style, with a stunning acoustic wall. The architecturally designed glass wall spans one side of the room making a well-lit environment with curtains enabling the room to be darkened.
Multifunction Room 1 & 2 and Combined Multifunction Rooms	Each room has a capacity for 10-15 people, theatre style. The two rooms combined can fit 20 people, theatre style. These rooms are ideal for small groups and meetings. Both rooms with white boards and portable audio visual equipment.

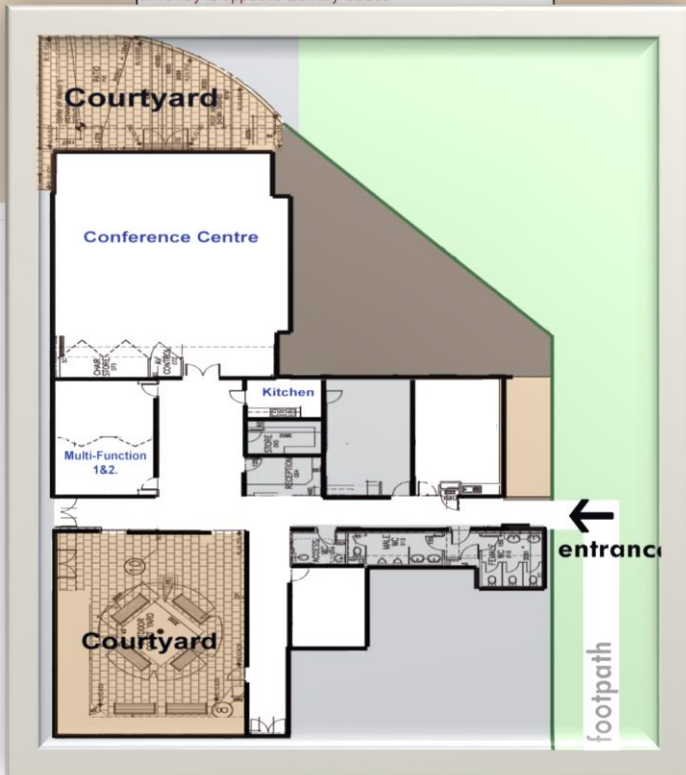
Room	Capacity	Area	Equipment
MJ Goot conference centre	120 Theatre / 75 Classroom 50 U-shape / 50 Boardroom 50 Cabaret / 100 Banquet	145sqm	✓
Multifunction Room 1 & 2	15 Theatre / 10 Classroom N/A U-shape / 10 Boardroom N/A Cabaret / N/A Banquet	16.5sqm	Portable equipment available
Combined Multifunction Rooms	30 Theatre / 20 Classroom 15 U-shape / 20 Boardroom	33sqm	Portable equipment available

Audio visual equipment

- Lectern with user friendly touch screen operation*
- Ceiling mounted data projector*
- Surround sound audio system*
- DVD, CD & Video player*
- Video camera/recorder*
- Laptop input*
- Document camera (portable)
- WIFI wireless Internet
- Portable and wall mounted white boards
- TV/ Radio tuner*
- Handheld & Lapel microphones*
- Hearing Loop*
- Variable lighting states for presentations, spotlights or discussions.*

*Exclusive to the MJ Goot Conference Centre.

Conference Map and Room Layout



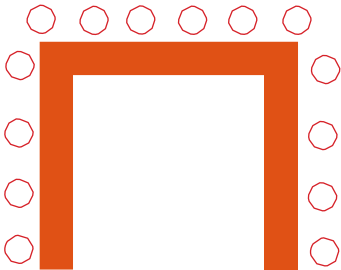
Transport

For all public transport please contact 131 500 or visit 131500.com.au

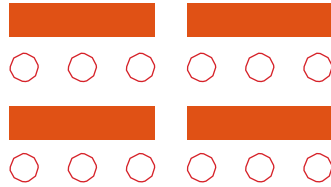
- City Rail www.cityrail.info
- Buses www.cdcbus.com.au
- Taxis www.taxiscombined.com.au or 133 300.

Seating Plan Options

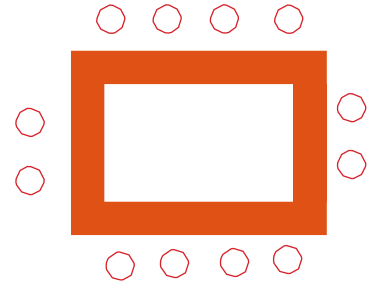
U-SHAPE WITH TABLES



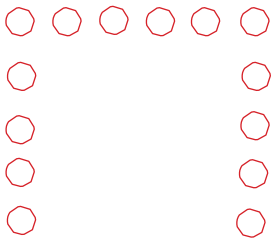
CLASSROOM



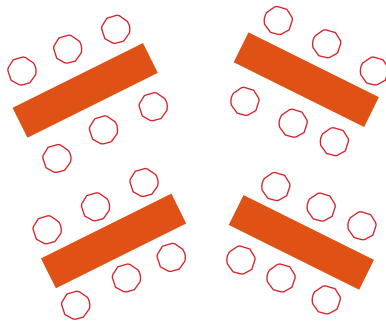
BOARDROOM



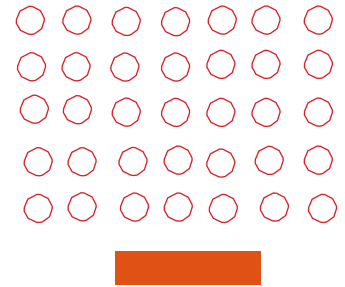
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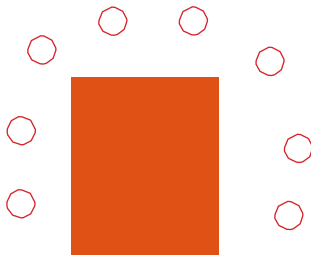
HERRINGBONE



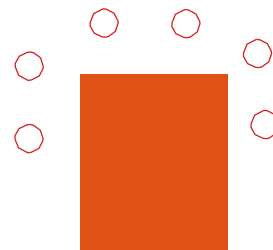
THEATRE



BANQUET



CABARET



Room Pricing

❖ Prices excludes GST and subject to variation

Room	Weekday <u>Half Day</u> 8.30am-12.30pm 1pm-5pm	Weekday <u>Daily</u> 8.30am-5pm	Weekends & *Public Holidays <u>Half Day</u> 8.30am-12.30pm 1pm -5 pm	Weekends & *Public Holidays <u>Day</u> 8.30am - 5pm
J Goot Conference Centre	\$325	\$475	\$650	\$850
ombined Room 1&2	\$160	\$250	\$200	\$400
ultifunction Room 1	\$105	\$125	\$100	\$300
ultifunction Room 2	\$105	\$125	\$100	\$300

Booking Deposit

25% required within 14 days of booking

Surcharge

\$50 per hour for all evening bookings after (6pm – 12midnight)

*Public holidays room bookings 50% surcharge

Security \$30 per hour (min 4 hrs), excludes *public holidays (additional charge)

Additional cost for cleaning if identified following an event will be charged (min \$200)

Discounts

25% Room hire for SWSLHD and Not for Profit (NFP) organisations (not including after hours, weekends and public holidays)


50% Room hire for Karitane staff

20% discount for all conference rooms hired for the one event

Bonus Coffee/Tea complimentary with Room Hire

Please note:

- A room fee waiver will be considered where an equal or greater in kind contribution occurs to offset the room cost (request in writing to the Karitane CEO). This waiver does not include catering costs; and outside catering is not permitted.
- Catering cost additional. All catering for day events must be supplied via Karitane catering services (unless authorized in writing by Karitane Management).
- After hours/weekends catering services to be arranged by hirer with Karitane Management
- Hiring cost for specific tables, chairs, dance floor, chair covers etc advised on application
- Nonsmoking environment

	CATERING	
OPTIONS	DESCRIPTION	UNIT PRICE
WRAPS/ROLLS	PERI PERI WRAP (lettuce, tomato, cabbage, Chili mayo)	\$8.50
	FALAFEL WRAP (Lettuce tomato, Homos, Pickles)	\$7.50
	SWEET CHILLI TENDER Roll (Lettuce & Mayo)	\$8.90
	VIENNA ROLL GRILLED CHICKEN (lettuce, tomato, mayo)	\$9.90
	KAFTA Wrap (Kafta, Hommos, lettuce, tomato and pickles)	\$9.50
	MEDITERANIAN TURKSIH (grilled eggplant, mushroom, capsicum, cheese, sundried tomato pesto)	\$11.00
MINI BURGERS/ SLIDERS	Lemon Herb Grilled Chicken	\$7.50
SALADS (Small)	Tabouli	\$7.50
	Lentil Fattoush salad	\$7.50
	Greek Salad	\$7.50
	Couscous Pumpkin Salad	\$7.50
MORNING TEA AFTERNOON	½ BANANA BREAD ½ Assorted muffin	\$5.50
	Toasted Plain Croissant	\$4.50
	Toasted Cheese Croissant	\$5.50
	Toasted Ham and Cheese Croissant	\$6.50
	Cheese & Tomato Toast	\$6.00
	Salad Sandwich	\$8.00
	Mix Berry or Passion fruit Yogurt	\$5.00
	Fruit salad (PP)	\$7.50
	Acai Smoothie	\$8.50
GOURMET CHEESE PLATTERS	10 PEOPLE	\$60.00
	20 PEOPLE	\$120.00

25% deposit with any order
48 hour confirmation – of final numbers of people prior to Event
NOTE: Full charges apply if 48hrs notice not provided
Prices subject to change

Cancellation or modifications to orders must be made 7 days prior to the event or full cost of the function may be incurred. Any special dietary requirements must also be specified within the venue bookings forms below (including dietary type and the name of participants, speaker and/or facilitator).

For enquiries please contact us 02 9794 2348 or KRTNE-ConferenceCentre@health.nsw.gov.au

Karitane Conference Centre

T: 02 9794 2348

E: KRTNE-ConferenceCentre@health.nsw.gov.au

Venue Hire Application Form

PERSONAL DETAILS

First Name: _____ Last Name: _____
 Company: _____ Department: _____
 Phone: _____ Mobile: _____
 Email: _____ Address: _____

EVENT DETAILS

Event Name: _____

Event Preferred Date/s: _____

Start Time*: _____ End Time:* _____ No. of Guest Expected: _____

❖ *Please note any events held after hours are subject to approval prior to confirmation of booking.*

Room Selection

- MJ Coot Conference Centre (max. 120)
 Multifunction Room 1** (max. 15)
 Multifunction Room 2** (max. 15)

Event Type

- Conference
 Exhibition
 Meeting / Training
 Workshop
 Functions

Maximum capacity calculated on theatre room layout.

LAYOUT & EQUIPMENT REQUIREMENTS

Layout

- U- Shape Without tables
 Boardroom
 Classroom
 Herringbone
 Theatre
 Banquet Without tables
 Cabaret

Audio Visual Equipment

- DVD/CD/ Video player
 Data projector
 Laptop
 Document camera
 Internet access
 White board/Printable
 Microphones (2 cordless micro)
 Video camera/ recording (extra cost incurred)
 Video and teleconferencing

CATERING

<input type="checkbox"/> Arrival Menu: _____ Service Time: _____ No. of guests: _____	<input type="checkbox"/> Morning Tea Menu: _____ Service Time: _____ No. of guests: _____	<input type="checkbox"/> Lunch (or Evenings) Menu: _____ Service Time: _____ No. of guests: _____	<input type="checkbox"/> Afternoon Tea Menu: _____ Service Time: _____ No. of guests: _____
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Special Dietary- please specify name & need (incl. speakers)

1: _____
2: _____
3: _____
4: _____

Special Dietary- please specify name & need (incl. speakers)

1: _____
2: _____
3: _____
4: _____

Special Dietary- please specify name & need (incl. speakers)

1: _____
2: _____
3: _____
4: _____

Special Dietary- please specify name & need (incl. speakers)

1: _____
2: _____
3: _____
4: _____

❖ *Note the use of external caterers are subject to venue hire terms & conditions and approval applies. Special dietary, modifications and cancellations must be specified 5 working days prior to the event.*

Karitane Venue Hire Terms and Conditions

Access For small groups entrance to the Centre will be through the main Karitane foyer in business hours. For groups over 50 and out of hours entry will be via the after hour's entrance between the café and the Community health building.

After hours If hiring the venue out of normal working hours (8.30am-5pm and weekends) the hirer must turn off all lights and equipment and ensure the building has been locked by the Security Guard 0400920938 prior to departure.

Agreed use The hirer agrees to use the venue only for the purpose outlined when booking. The hirer will ensure the function is conducted in a proper, orderly and lawful manner.

Alterations Alteration or additions to the building must not be made. No nails, screws, adhesives, or fasteners may be driven into or attached to the walls, doors, glass, floors, furniture, fittings or equipment in the venue.

Audio/Visual equipment is installed in the conference and function centre. The hirer will be responsible for any damage to the audio/visual equipment during use.

Bookings For bookings contact the Karitane on 02 9794 2300 or email KRTNE-ConferenceCentre@health.nsw.gov.au . If venue is available, a 25% is required within 14 days. Karitane reserves the right to refuse any booking.

Cancellations The deposit of 25% will be retained if a confirmed booking is cancelled with less than 5 working days' notice. Bookings cancelled with less than 72 hours, notice will incur the full cost of venue hire and any catering cost.

Catering Karitane provides catering services for functions. Orders need to be submitted 7 days prior to the event via fax 02 9794 2323 or email KRTNE-ConferenceCentre@health.nsw.gov.au . Tea/Coffee is complimentary with catering orders. External Catering must be authorized by Conference Manager.

Cleaning It is the responsibility of the hirer to leave the venue clean and tidy after use. The cost of general cleaning is included in the venue hire charge. The hirer will be responsible for any additional cleaning required. Rice or confetti is not allowed on the premises.

Contact us Booking and all enquiries are to be directed to the Karitane education secretaries on 02 9794 2300 or email KRTNE-ConferenceCentre@health.nsw.gov.au . For any emergencies please contact Security on 0400920938.

Damages The hirer will be responsible for any breakages or damages to Karitane property during the event.

Disclaimer If the venue becomes unavailable through circumstances beyond the control of Karitane, Karitane will not be liable for any loss or damage to the hirer as a result of the unavailability.

Fire The hirer shall take all reasonable precautions against fire during the function. Smoke machines, candles, gas cylinders, explosive devices or any item with a naked flame are not permitted on Karitane premises.

Indemnity The hirer agrees to indemnify and keep indemnified Karitane against any action claim or demand whatsoever that arises as a result of the function. The hirer indemnifies Karitane for the loss or damage of any of the hirers equipment property or personal belongings.

Insurance The hirer shall arrange public liability insurance for the hire period for all actions, costs, claims, damages, charges and expenses that may be brought against Karitane or the hirer. OR the hirer agrees to indemnify Karitane from any loss, damages or claim.

Parking General Parking is available in the Karitane car park and on nearby streets. Karitane accepts no liability for cars parked in the Karitane car park.

Payment An invoice will be forwarded to you once booking has been confirmed. A 25% deposit must be paid 14 days of booking and the full payment balance is to be made 30 days prior to the function.

Overdue Payment In the event that any payment or part thereof remains outstanding for 45 days from the date of the function, interest rate of 3.0% per month compounding will be payable.

Security Requirements will be determined by Karitane and is dependent of scope and timing of your function. The hirer will agree to pay for any additional security required. Karitane reserves the right to eject any person from the premises for inappropriate behaviour. **Security cameras** are in use for surveillance of Karitane grounds and buildings. Security Guard 0400920938.

Signage All signage requirements including size, method of display and location are to be agreed by Karitane.

Smoking Karitane is a smoke free zone. No Smoking permitted in the buildings or grounds.

Sound Karitane reserves the right to control sound levels of your function.

Waste General Waste may be placed in the bins provided.

WH&S The hirer is responsible for compliance with the Work Health and Safety Act, 2011.

I/we have read the above terms and conditions and understand that they form part of my contract

Signature _____ Name _____ Date _____