



**Tasmanians With Disabilities Inc.**



# ROOM HIRE

Consider us for your next  
**FORUM**  
**GENERAL MEETING**  
or  
**SEMINAR**  
and you will be assisting  
**Tasmanians with Disabilities**



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**TASMANIANS WITH DISABILITIES INC.**

## **TRAINING & INFORMATION CENTRE**

### **GENERAL INFORMATION**

The Tasmanian with Disabilities Inc. Training & Information centre was established in early 2006 with the view of providing easier access to a venue for meetings, seminars, conferences and training workshops. For too long it has been a costly and sometimes physically draining exercise to attend these functions in an easy, comfortable manner especially for those in the community that have a disability.

### **FEATURES INCLUDE**

- Training room that seats up to 50 people theatre style.
- Full Audio Visual equipment available.
- Level access throughout building.
- Drive-through access to alight from vehicle at front entry.
- Parking.
- Kitchen facilities and full catering availability.
- Teleconferencing facilities.

The centre is situated at 20 Creek Road, Lenah Valley. There is a nice park next door that people attending functions can take a break and enjoy the outdoors with a short stroll to the small brook running off the mountain. There is also parking available.



## OUR FACILITIES...

### **We offer a fully accessible venue for our Workshops which includes the following...**

- A drive through area where people can now alight from a vehicle at the front door, with easy access to rooms.
- Three separate training rooms incorporating....
- Digital/data projector and full size screen, dvd player, set top box and entertainment system for use with laptop.
- Heat pump ensuring adequate temperature to suit. Seating for up to 70.
- 68cm television and DVD/VCR Combo. Seating for up to 10 people.
- 68cm television and DVD/VCR Combo Seating for up to 10 people.
- Teleconferencing facilities.
- Two fully accessible wheelchair friendly toilets.
- FM Hearing Audio Loop system.
- Electronic Whiteboard.
- Full Kitchen facilities.
- Parking
- Bus Stop nearby.



# HIRE CHARGES...

<b>Room</b>	<b>Full Day</b>	<b>Half Day</b>
# 1 (Seats 50)	\$160.00	\$ 80.00
# 2 (Seats 10)	\$ 75.00	\$ 30.00
# 3 (Seats 10)	\$ 75.00	\$ 30.00

## AUDIO VISUAL KITS PRICE LIST

Monitor & VCR Kit	\$60.00
Overhead Projector & Screen Kit	\$44.00
Screen	\$22.00
Electronic Whiteboard	\$80.00
Lectern	\$50.00
20 inch TV Monitor	\$40.00
OVO Player	\$30.00
Data Projector	\$140.00
Computer	\$110.00
Call Conference Kit	\$250.00
Video Conference Kit	\$N/A
Brochure Holders	\$20.00
Roving Microphone (including PA)	\$296.00
PA System - starting from	\$186.00
8 Channel Audio Mixer	\$66.00
CD Player	\$45.00
Audio Hearing Loop System	\$300.00



We can arrange catering for you and the prices are listed below...

**MORNING AND AFTERNOON TEAS**



Mini Quiches, Cake or Slice, Home Made Biscuits,  
Orange Juice

**\$12.00 per person (per session)**



**LUNCHEON**

Cut sandwiches, Fruit and Cake Platters, Mini  
Sausage Rolls, Lamb Kerbabs

**\$15.00 per person (per session)**

Tea and Coffee is inclusive.

# TERMS AND CONDITIONS...

## **PAYMENT OF ACCOUNT**

To confirm a booking a deposit of 10% of the room hire is required.



Balance of payment (less the deposit) is due one week prior to the event, unless a credit facility has been established with the Organization prior to the function.

## **GUARANTEED NUMBERS**

Final numbers and all applicable details are required 7 working days prior to the event.

It is not the responsibility of Tasmanians with Disabilities Inc. to contact the organizers for final numbers.

The function charges are calculated on the final number advised (with the exception of an increase in numbers), regardless of whether all attend the function or not.

## **CANCELLATION**

We will refund in full the deposit if the function is cancelled 30 days prior to the event.



If cancellation occurs between 7 and 30 days prior to the event this will mean loss of deposit, and the quoted room hire will be charged as a cancellation fee.

Bookings cancelled within 7 days of the event will be charged at 50% of expected food cost and room hire.

We suggest clients take insurance to protect against loss of deposit and associated costs due to cancellation.

Cancellation of Audio Visual equipment within 48 hours of the event will incur full charge.

### **DISPLAYS**

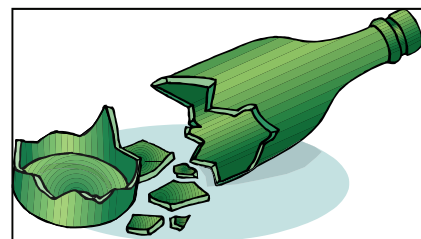
Material is not to be affixed to or hung from walls and other surfaces without permission of the TwD Coordinator.



### **DAMAGE OR OTHER EXPENSES INCURRED**

If any damage occurs to furniture, fixtures, equipment or theming props and decorations during the function, it is the responsibility of the organizer for payment for repair or replacement thereof.

This includes damage or costs associated with setting off fire alarms, where a cost is incurred by the Organization.



**INSURANCE**

While Tasmanians with Disabilities Inc. will take all reasonable care, it will not accept liability for the loss or damage of merchandise, property or equipment left on the premises prior, during or after functions.

Date \_\_\_\_\_

I \_\_\_\_\_ accept these terms and conditions for holding a function at TwD Training & Information Centre

\_\_\_\_\_  
(signature)

Organization

Date of function

**BOOKING FORM...**

**Name of Organisation**.....

.....  
**Contact Person:**.....

**Telephone:**.....

**Booking Details**

**Date Required:** .....

**Amount of People:**.....

**Catering required:** .....

**Special dietary Needs:** .....

.....

.....

**Additional equipment required:**

**Digital Projector & Screen**.....

**Electronic Whiteboard**.....

**Audio Hearing Loop System**.....

.....

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**Office Use Only:**

**Total Cost:** \$

**Date Paid:**.....

**Cash**  **Cheque**  **EFT**

**Authorised by:** .....

## IN SUMMARY...

We hope after reading this information brochure that you will utilise the facilities that we have provided and enable us to carry out our mission of being able to provide those in the community with much needed support and benefits. Your participation will assist our Organisation to become self sufficient by ensuring that much needed funds are gained for the ongoing operation of Tasmanians with Disabilities Inc.

If you need any further information please do not hesitate to contact us on the numbers listed below.

We thank you for showing interest in our Centre and hope you will consider us in the future.

**20 Creek Road  
LENAH VALLEY Tas 7008**

**Phone: 03 62788023**

**Fax: 03 62788391**

**E-mail:**

**[taswdis@southcom.com.au](mailto:taswdis@southcom.com.au)**

**TwD Inc. appreciates payments via direct deposit :**

**Name:** Tasmanians with Disabilities Inc.

**Branch:** Commonwealth Bank—Glenorchy

**BSB:** 067-101

**Account:** 28041588

Notification of transfer to [taswdis@southcom.com.au](mailto:taswdis@southcom.com.au) or 62788391 (Fax)