

# Terms & Conditions



The Australian Driving Institute (ADI) provides a venue offering an excellent environment for training, learning and professional development.

## 1. Venue Hire

Tentative bookings

ADI does not accept tentative bookings.

Booking Confirmation

All bookings will receive email confirmation within 24 hours. The client is responsible for checking all details and notifying ADI as soon as possible of any discrepancies.

Terms & Conditions

The client is responsible to ensure that all presenters and exhibitors are aware of ADI *Terms and Conditions*.

Room requirements

Room setups, participant numbers and equipment requirements are requested to be finalised 5 days prior to the event. Late requests may not be able to be accommodated.

Access

Setup and pack down times, must be incorporated into booking times. The client should access and vacate the room/s within the specified booking time.

Room allocation

ADI reserves the right to relocate an event to an alternative room.

Administration fee

ADI reserves the right to charge clients an hourly fee for services outside the normal scope of bookings.

DAY - Refers to Monday to Friday with the exception of Public Holidays.

W/E - Refers to Saturday, Sunday and Public Holidays.

Business Hours

Standard - Bookings Monday to Friday during the hours of 7.30am and 10.00pm.

Out-of-hours - Weekends and Public Holidays

## **2. Booking Times**

Half day - Any time between 7:30 am - 12.30pm 12.30pm -5.30pm

Full day - Any time between 7.30am – 5.30pm

Evening - Any time between 5.30pm – 10.00pm

## **3. Catering**

ADI will provide drip coffee. All catering services are sourced from external caterers. Catering is required to be booked 7 days in advanced and quoted on at the time of booking

### Access

The client is responsible for coordinating with their chosen caterer setup and clean-up times as per their confirmed booking time.

### Tables

All room setups include catering tables adequate for maximum room numbers.

### Cleaning Fee

Catering must be cleared from room/s immediately upon completion of the function. Where this condition is not met a cleaning fee will be charged to the client.

### Self-Catering

Not Available

### Alcohol

Regulations must be in accordance with Consumer and Business Services. Further information and Limited Licence Applications are available from [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au). If you are required to obtain a 'Liquor License', a copy must be supplied to the Client Services Officer prior to the commencement of your event. Some of our suggested caterers may obtain a Temporary Liquor License to be of assistance.

## **4. Equipment**

### Exhibitors

Displays may be placed at the front gates, at the entrance of the premises.

### ADI Equipment hire

All equipment supplied by ADI is subject to equipment hire charges. Equipment includes TV's and whiteboards.

### Technical assistance

Hourly charges or part thereof may be incurred if clients require a technician on standby or to attend to equipment brought into the Centre.

### Personal equipment

ADI does not accept responsibility for equipment brought into the Centre. No unauthorized equipment (i.e. switches etc.) is to be attached to our network.

External hire

External equipment hire can be arranged and is coordinated through the Client Services Officer.

## 5. Car Parking & Bicycles

Car Parking

ADI offers free car parking located on premises on a first come first served basis.

Bicycles

ADI does permit bicycles inside the warehouse at the owners own risk.

ADI does not accept responsibility for any loss or damage to vehicles/bicycles or contents.

## 6. Fees and Charges

Additional charges will be incurred if a function continues after the confirmed booking time.

All hirers will be charged full rates for Weekend/ Public Holiday bookings.

All fees and charges are current at the time of booking. Our fees and charges are however subject to change without notice.

## 7. Payment

Payments can be made by Credit Card or Direct Deposit and payable at the time of booking. An invoice will also be generated at the time of booking.

## 8. Cancellation

Cancellations must be requested in writing to [llombard@austdrive.com](mailto:llombard@austdrive.com).

Changing the date is equivalent to cancelling the original date and rebooking a new date. A minimum cancellation fee applies to all bookings – per room.

DAY - \$50.00 *ex GST*

W/E - \$75.00 *ex GST*

The cancellation fee is based on the value of the venue plus equipment hire but not less than the minimum cancellation fee above. 28 days or less - 25% fee based on venue hire 14 days or less - 50% fee based on venue hire 7 days or less - 100% fee based on venue hire. 24 hours or less - 100% fee based venue plus equipment hire  
Non Attendance - 100% fee based venue plus equipment hire

## 9. Internet

ADI bear any responsibility for the use of the internet by facilitators or conferees.

Our policy strictly forbids the access, transmission, retrieval, storage and/or display of:

*“Sexually explicit material, hate speech or offensive material, material regarding illicit drugs or violence, material regarding criminal skills and/or illegal activities and material of a defamatory, discriminatory or harassing nature; if that material does not form part of a legitimate educational inquiry and specific to your audience”.*

Violation of this policy will result in the removal of all internet access privileges. Advertising Advertising for your function is permitted in rooms and just outside the door entry. For hirers booking the whole Centre this is extended to the Foyer and all public areas. Advertising at the front of the ADI building and outside the main doors is permitted.

## **10. Care of Venue/Cleaning**

The cost of room hire includes general cleaning. Events that create excessive cleaning requirements will incur additional charges. Any damage to ADI property resulting from room hire will be the responsibility of the client and may be charged accordingly.

### **Fixtures**

No attachments (including sticky tape or blue tack), fittings, fixtures or defacement is to be made to the walls, flooring or ceilings of the Centre. Charges will be incurred for repairs or cleaning arising from their use.

Public access areas Walkways and public access areas including emergency exits are to remain clear at all times.

## **11. Deliveries and Storage**

### **Deliveries**

All deliveries must have a label affixed to each item, clearly showing the recipient's name and the title of the event and a contact telephone number.

### **Storage**

Due to limited storage space, approval for all conference deliveries is requested to be made prior to delivery. The removal of all items is required within 24 hours of your event.

## **12. Liability**

ADI does not accept liability for loss or damage to equipment, products, materials or any other items brought into the Centre.

## **13. Animals**

Only mobility assist dogs are permitted within the Centre.

## **14. Non-Smoking**

ADI is a non-smoking facility. Smoking on any part of the premises is forbidden.

## **15. Work Health and Safety**

For safety reasons hirers of the Centre are not permitted to move furniture. No responsibility will be accepted for injuries incurred for failure to comply.

## **16. Emergency Evacuation**

All facilitators and participants must familiarize themselves with the fire evacuation procedures on arrival which are displayed in each room.