



Education Development Centre

Milner Street
Hindmarsh SA 5007

Phone: 08 8463 5888
Fax: 08 8463 5800

Email: edc@saugov.sa.gov.au
Web: www.edc.sa.gov.au



Government of South Australia
Department of Education and
Children's Services

Updated 1st June 2009



WELCOME

EDUCATION DEVELOPMENT CENTRE

The Education Development Centre (EDC) is a conference facility owned by Department of Education and Children's Services (DECS) located in Hindmarsh, 10 minutes from the Adelaide CBD.

EDC's major focus and core business is to provide a professional development and training venue for DECS personnel and its affiliated education associations in supporting the DECS mission statement:

"To provide high quality learning, teaching, care and youth services within an integrated, responsive and supportive organisation which strives for continuous improvement in service and performance".

A full range of conference rooms are available at EDC, situated over 3 levels and include an Executive Suite. EDC offers 23 conference/meeting rooms, along with 2 computer training rooms. Flexibility of room size and space create a versatile facility to suit the individual needs of our clients. EDC's main rooms will accommodate up to 180 people.

EDC also provides accommodation and support for the following DECS and other government units and non-government organisations:

- Australian Association of Social Workers, SA Branch (AASW SA);
- Australian Primary Principals Association (APPA);
- Council of Education Associations of SA (CEASA);
- CSIRO Science Education Centre.
- DECS Publishing;
- Department for Families and Communities (DFC);
- Global Education Centre;
- South Australian Centre for Leaders in Education (SACLE);
- South Australian Primary Principals Association (SAPPA);

BUSINESS HOURS

EDC is available 7 days a week, between the hours of 8.00am and 10.00pm. Functions outside these hours are available upon request.





VENUE HIRE

EDUCATION DEVELOPMENT CENTRE

<u>Room</u>	<u>Style</u>	<u>Capacity</u>			
G.11A 1.11A	U-Shape	35			
	Square	40			
	Cabaret	56			
	Theatre	80			
G.11B 1.11B	U-Shape	35			
	Square	40			
	Cabaret	60			
G.11AB 1.11AB	Theatre	80			
	Cabaret	120			
G.16 G.17 G.18 1.19 1.20 1.21 1.22 1.23	Long Table	14			
			½ Circle	14	
					Theatre
	G.1617 1.1920 1.2223	U-Shape	18		
		Square	20		
		½ Circle	25		
		Cabaret	30		
G.161718 1.192021	Theatre	40			
	<i>Internet Hub</i>	<i>28</i>			
	Cabaret	40			
1.12 2.10 2.11	Long Table	10			
			1.16 1.17 1.18 2.16	Round Table	6
Square	18				
Cabaret	18				
G.51	U-Shape	14			
	Cabaret	20			
G.52 1.44	PC Training	14 + 1 presenter			
	PC Training	13 + 1 presenter			
	U-Shape	14			
	Cabaret	25			
1.44	Theatre	50			

For all enquiries regarding venue hire & prices, contact the Education Development Centre on (08) 8463 5888.

Please refer to our 'Terms and Conditions' for information regarding Booking Fee, Cancellation Fees and Surcharges.





EQUIPMENT HIRE

EDUCATION DEVELOPMENT CENTRE

Equipment available for hire:

- Portable/Fixed Multimedia Projectors
(inc Screen))
- Laptop Computers
- Television/Video/DVD Combos
- OHPs
- Portable CD Players
- Fixed PA Systems
(inc CD Player, Tape Deck, Lapel & Hand Held)
- Portable PA Systems
(inc Hand Held)
- Piano
(per hour)
- Computer Speakers
(set of 2)
- Electronic Whiteboards
(inc pens/eraser/paper)
- Lecterns
- Flipcharts
(inc Paper)
- Speaker Phones
- Voice Points
(inc phone)
- Video Conferencing
- Internet Access

All equipment supplied by EDC is subject to hire charges and include setup, testing and instruction on the proper care and usage. An hourly surcharge may be incurred for any other technical assistance.

For all enquiries regarding equipment hire & prices, please contact the Education Development Centre on (08) 8463 5888.

LOCATION

Public Transport

Bus - Bus Numbers
150/153/155/156/157 from North Terrace leaving the City every 15 minutes to Stop 7 on Port Road.

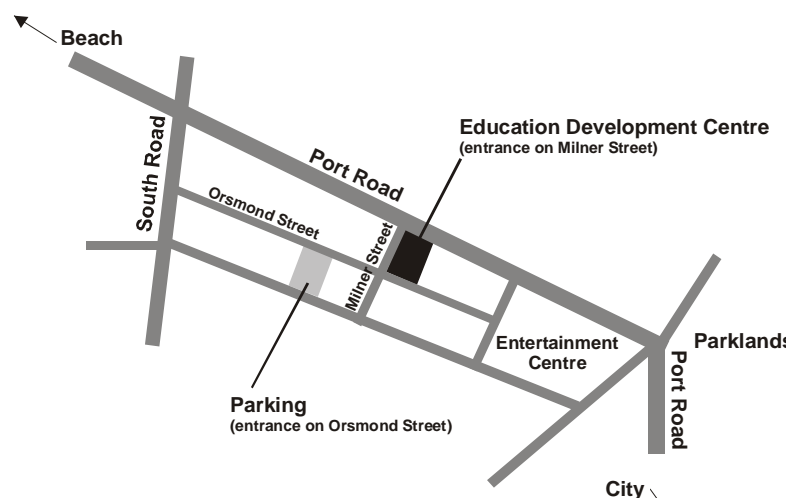
Train - Grange or Outer Harbor train to Bowden Station.

Parking

The Education Development Centre car park is located on Orsmond Street and runs adjacent to Milner Street. Parking is available for 180 vehicles.

Taxi

An Adelaide Independent Taxi phone is located just inside the main entrance.

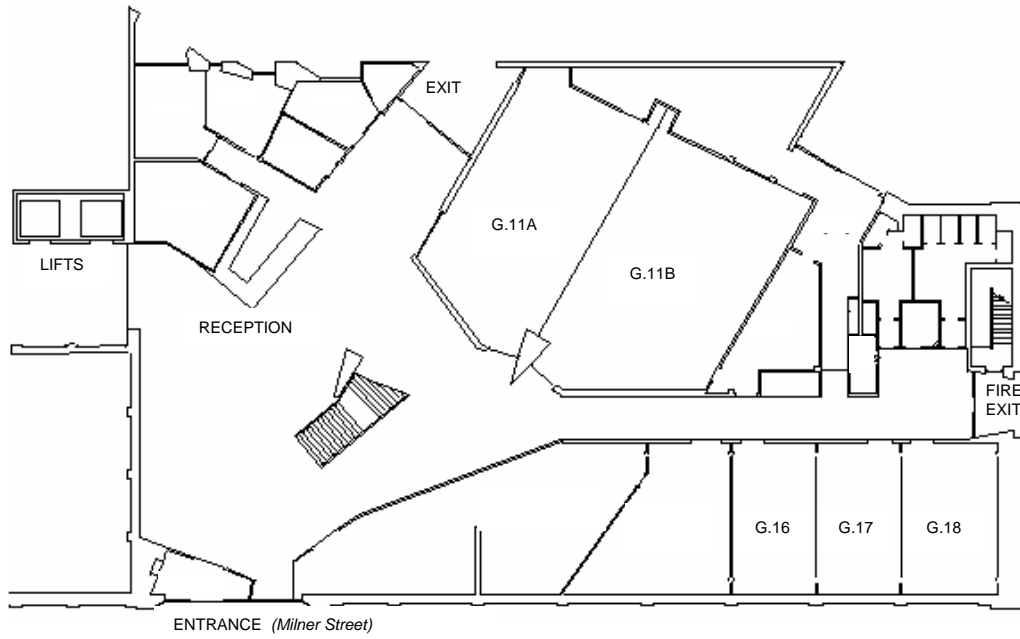




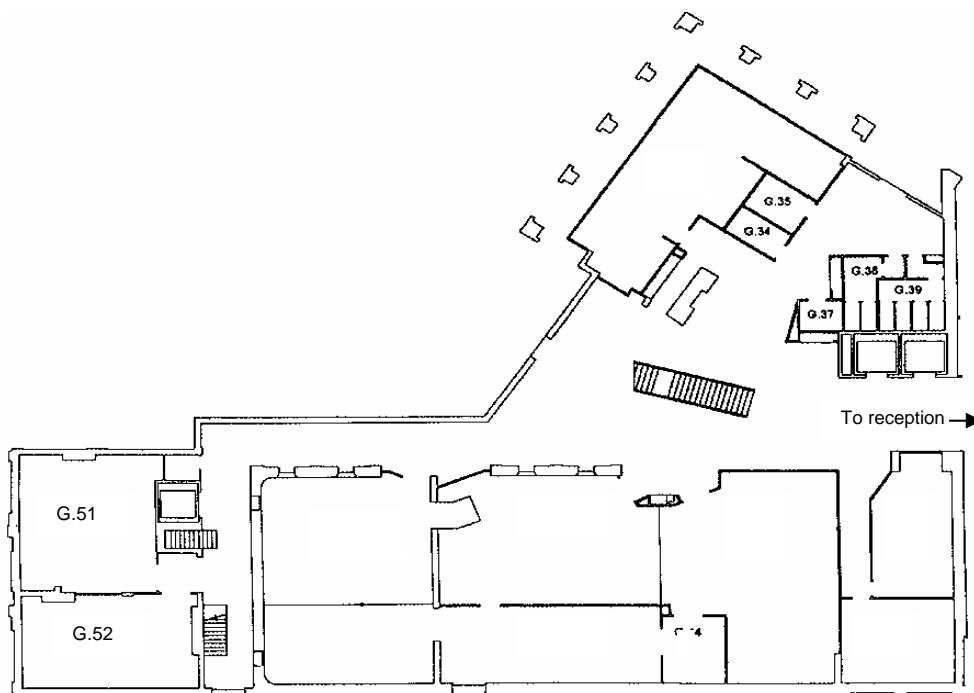
FLOOR PLANS

EDUCATION DEVELOPMENT CENTRE

Ground Floor South



Ground Floor North

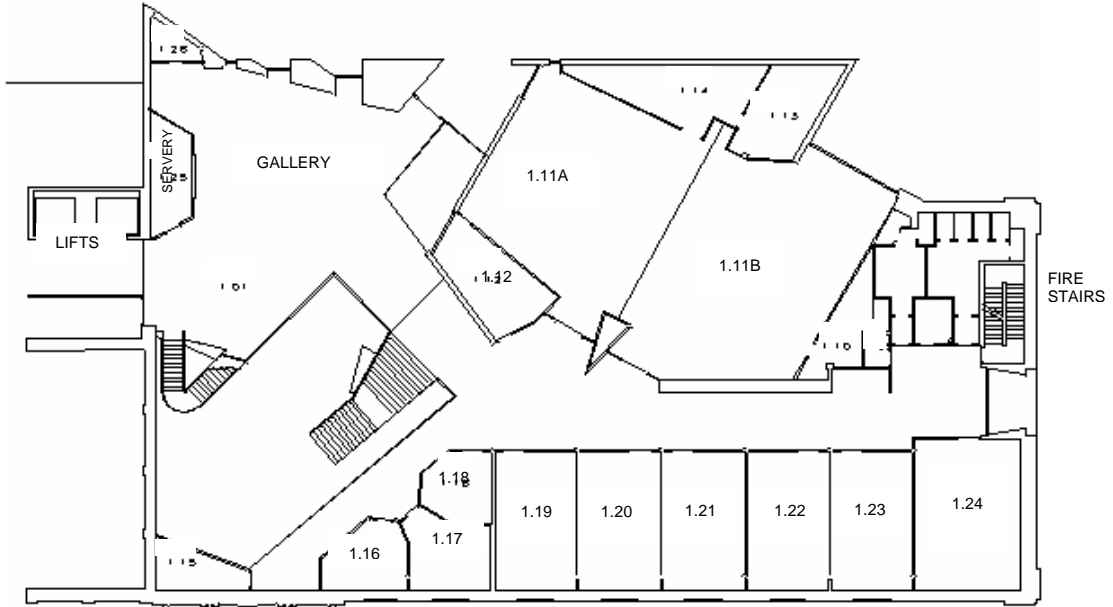




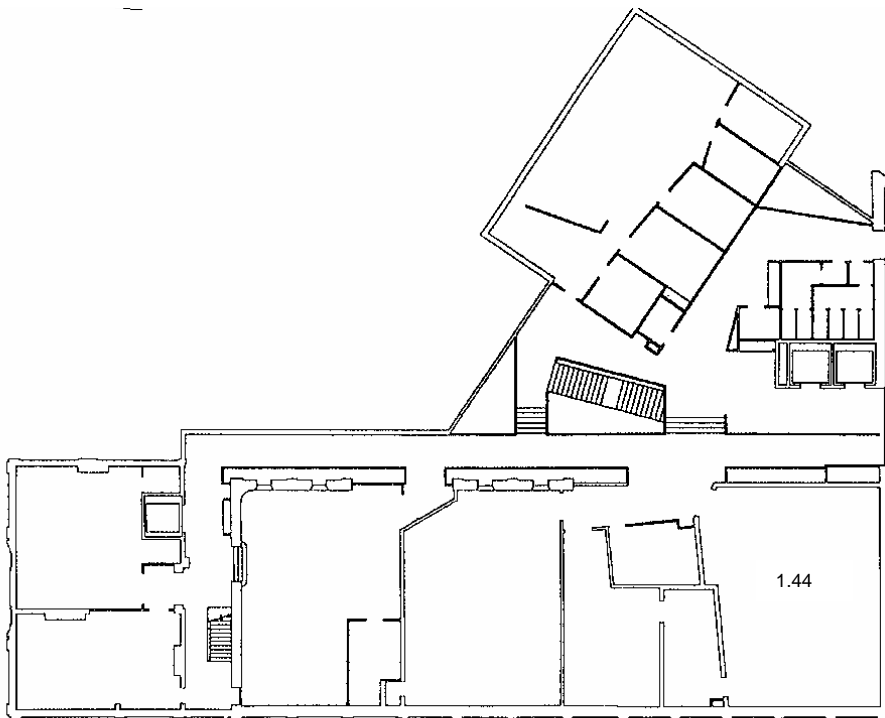
FLOOR PLANS

EDUCATION DEVELOPMENT CENTRE

First Floor South



First Floor North

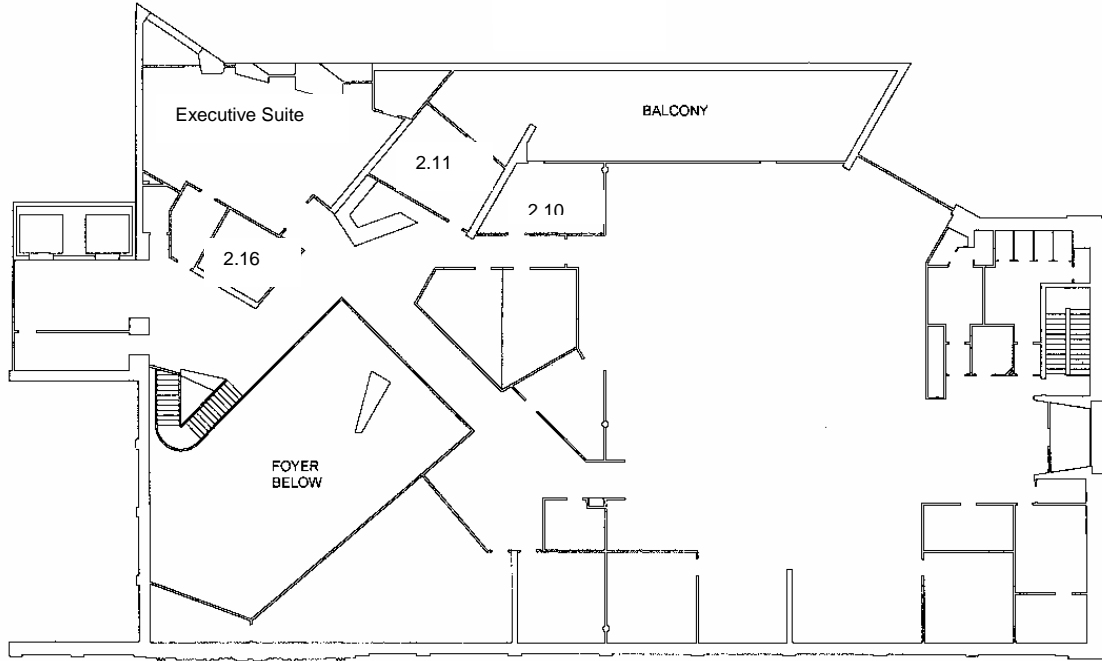




FLOOR PLANS

EDUCATION DEVELOPMENT CENTRE

Second Floor





CATERERS

EDUCATION DEVELOPMENT CENTRE

The Education Development Centre does not provide on site catering or hold/supply any catering equipment/supplies. It is the responsibility of the booking organiser to contact one of the 'Venue Caterers' listed below.

DINE IN / TAKE AWAY

(within walking distance)

Enzo's Restaurant and Café

308 Port Road
Hindmarsh SA 5007
Ph: 08 8346 2786

Governor Hindmarsh Hotel

59 Port Road
Hindmarsh SA 5007
Ph: 08 8340 0744
Fax: 08 83468506

Joiners Arms

9 Manton Street
Hindmarsh SA 5007
Ph: 08 8340 3044

Nice 'N' Tasty

186 Port Road
Hindmarsh SA 5007
Ph/ Fax: 08 8346 7502

Norberto's Argentinian Bar & Grill

46 Port Road
Hindmarsh SA 5007
Ph: 08 8340 9331
Fax: 08 8340 9332

Peter's Delicatessens

49 Orsmond Street
Hindmarsh SA 5007
Ph: 08 8346 3254

Rheinland

310 Port Road
Hindmarsh SA 5007
Ph: 08 8346 2195
Fax: 08 8346 2434



VENUE CATERERS

Classic Caterers

119 Walkerville Tce
Walkerville SA 5081
Ph: 08 8344 2388
Fax: 08 8344 7188

Corporate Platters

Shop 5/34 Henley Beach Road
Mile End SA 5031
Ph: 08 8234 0056
Fax: 08 8234 0443

Gourmet Plus

PO Box 352
Hindmarsh SA 5007
Ph/ Fax: 08 8342 9626
Mobile: 0419 833 177

Nice 'N' Tasty

186 Port Road
Hindmarsh SA 5007
Ph/ Fax: 08 8346 7502

Regent Corporate Catering

43 Shipster Street
Torrensville SA 5031
Ph/ Fax: 08 8443 6768
Mobile: 0412 361 290





TERMS AND CONDITIONS

The Education Development Centre (EDC) combines the best of both old and new to provide a world-class professional development centre, offering excellence in learning, teaching resources and education technology. To enhance the efficient operation of your function please read the following 'Terms and Conditions'. Receipt of your 'Booking Confirmation' acknowledges that you have accepted the following 'Terms and Conditions'.

1. Fees and Charges

All fees and charges are current at the time of booking. Our fees and charges are reviewed annually and are subject to change without notice. Additional charges may be incurred if a function continues after the confirmed booking time.

All invoices are sent post function. The total cost of your invoices is payable within 30 days from the date of your invoice.

Cheques are payable to: Education Development Centre (DECS).

Please forward payments to: Education Development Centre (DECS), Milner Street, Hindmarsh, SA , 5007.

Invoices will be issued to Department of Education and Children's Services (DECS) clientele, who are required to complete the transfer of funds details, and return to EDC (courier: North) for processing.

2. Booking Fee

The EDC applies a \$50-00 (*exc GST*) 'Booking Fee' for each date booked. All clients of the Centre are liable for this fee if the booking date is cancelled.

3. Cancellations

All cancellations must be confirmed in writing. Please forward notifications to Fax No. (08) 8463 5800 or Email edc@saugov.sa.gov.au.

Cancellation Fees apply according to days notice given and is based on the value of venue and equipment hire. All clients of the Centre are liable for cancellation fees.

28 Days or less - 25% cancellation fee (venue hire), applied to bookings cancelled with 28 days or less notice;

14 Days or less – 50% cancellation fee (venue hire) applied to bookings cancelled with 14 days or less notice;

7 days or less – 100% cancellation fee (venue hire), applied to bookings cancelled with 7 days or less notice;

24 hours or less - 100% cancellation fee (venue and equipment hire) applied to bookings cancelled with 24 hours or less notice;

Non Attendance - will attract the same fee as per '24 Hours Notice'.

Cancellations which occur within the 28 day period are subject to standard cancellation fees with a \$50.00 (*exc GST*) minimum charge.

4. Business Hours

Standard: The EDC is available Monday to Saturday during the hours of 8.00am and 10.00pm and Sunday during the hours of 9.00am and 5.00pm.

Out-of-hours: All clients will incur a charge for Sunday and Public Holiday bookings. Bookings outside of standard operating hours will incur an additional hourly surcharge.

5. *Venue Hire*

Tentative Bookings:	The EDC does not accept tentative bookings.
Booking Confirmation:	All bookings will receive written confirmation by fax or email within 24 hours.
Room Requirements:	Room setups and equipment requirements are to be confirmed no later than 7 days prior to the event. Final participant numbers are required at this time. Late requests will incur a fee. Requests made on the day, will depend on availability of staff and may not be accommodated.
Access:	The client agrees to begin the function and vacate the room/s at the time agreed upon. Setup and pack down times, must be incorporated into your booking.
Room allocation:	If required, the EDC reserves the right to reallocate any event to an alternative room.
Terms and Conditions:	It is the responsibility of the booking organizer to ensure that all presenters and exhibitors are made aware of, and understand, the EDC's 'Terms and Conditions'.
Furniture:	Clients of the Centre are not permitted to move furniture. No responsibility will be accepted for injuries incurred for failure to comply. Damage to furniture will incur repair or replacement costs.
Administration Fee:	The EDC reserves the right to charge clients an hourly administration fee for services outside the normal scope of bookings.
Exhibitors:	Exhibitors must organize all requirements through the booking organizer. Displays can only be placed in the foyer if the entire facility is booked and prior details are confirmed with Client Services Officer.

6. *Equipment*

EDC Equipment Hire:	All equipment supplied by the EDC is subject to equipment hire charges. Our technician will rectify any problems or difficulties, faults or failures. Any person using EDC equipment will be instructed on the proper care and usage.
Technical Assistance:	Hourly charges will be incurred if clients require a technician on standby or to attend to equipment brought into the Centre.
External Equipment Hire:	All external equipment hire must be coordinated with the Client Services Officer. The EDC does not accept responsibility for this equipment. The provider, if insufficient notice is given in the event of cancellation, may charge a fee under their 'Terms and Conditions'.
Personal Equipment:	The EDC does not accept responsibility for equipment brought into the Centre. If technical assistance is required, an hourly charge will be incurred. No unauthorized equipment (i.e. switches etc.) is to be attached to our network, without the approval of our IT Systems Coordinator.

7. *Cleaning*

The cost of room hire includes general cleaning. Events that create excessive cleaning requirements will incur additional charges.

8. *Care of Venue*

Fixtures:	No attachments (including sticky tape or blu tack), fitting, fixture or defacement is to be made to the internal or external walls, flooring or ceilings of the facility. Charges will be incurred for repairs or cleaning arising from unauthorized actions.
Public Access Areas:	Walkways and public access areas, including emergency exits, are to remain clear at all times.

9. *Catering*

Access:	It is the responsibility of the booking organizer to instruct caterers of setup / cleanup times.
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 incurred and charged to the booking organizer.
Executive Suite:	Catering for this room is restricted to approved caterers only. Please refer to Booking Confirmation for contact details.
Cancellation Fee:	The provider, if insufficient notice is given in the event of cancellation, may charge a fee under their 'Terms and Conditions'.

Self Catering	Catering 'terms and conditions' are available from the Client Services Officer. Failure to comply may incur an extra fee.
Alcohol	If alcohol is to be served at your event, regulations must be adhered to as per the Office of the Liquor & Gambling Commissioner. Further information or Limited Licence Applications are available from the website www.olg.sa.gov.au . If you are required to obtain a 'Liquor License', you are required to supply a copy to EDC prior to the commencement of your event. Please note that some of our preferred caterers do hold Liquor Licenses and may be of assistance.

10. Advertising

External:	It is strongly recommend that when advertising your conference/meeting/seminar, do not use room numbers, only that the function will be held at the EDC. Participants will be directed to their appropriate room/s on arrival.
On-site:	Advertising of your function is allowed in rooms and just outside the room (i.e. door entry). For clients booking the whole Centre, this is extended to the Foyer and all public areas. Advertising at the front of the EDC building, outside the main doors, is prohibited.

11. Car Parking

The EDC offers free car parking on Orsmond Street for maximum 180 cars. Vehicle and contents are left at owner's risk, and the EDC does not accept responsibility for any loss or damage.

12. Bicycles

The EDC does not permit bicycles inside the building. The provision of bicycles frames has been made available however clients, participants will need to provide their own security locks. EDC does not accept responsibility for any loss or damage.

13. Deliveries and Storage

Storage:	Due to the Centre's limited storage facilities, the delivery of items greater than 24 hours prior to an event will not be accepted. If necessary, small rooms can be hired for storage and charged accordingly. Prior approval for all deliveries is required.
Delivery Label:	All deliveries must have a label affixed to each item, clearly showing the recipients name and the title of the event and a contact telephone number.

14. Insurance

Those parties that hire the EDC are responsible for any damage to property resulting from their room hire. It is necessary for hirers to ensure that they have appropriate insurance cover. The EDC does not accept liability for loss or damage to equipment, products, materials or any other items brought in to the Centre by the hirer or their guests.

15. Animals

Only animals assisting people with a disability are permitted within the Centre.

16. Occupational Health, Safety & Welfare

It is the responsibility of the client to comply with the Occupational Health, Safety & Welfare Regulations of South Australia, and the EDC policies and procedures. We reserve the right to refuse entry to any person who does not comply with these regulations.

17. Non-Smoking

The EDC is a non-smoking facility. Smoking on balconies and in doorways is prohibited.

18. Emergency Evacuation

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