

## FUNCTION AND EVENT BOOKING APPLICATION FORM

Please complete all relevant sections and return via email to [vemi@emv.vic.gov.au](mailto:vemi@emv.vic.gov.au)

### CONTACT DETAILS

ORGANISATION:

DEPARTMENT:

ADDRESS:

SUBURB:

POSTCODE:

CONTACT NAME:

PHONE:

CONTACT EMAIL:

### FUNCTION / EVENT DETAILS

EVENT NAME:

START DATE:

START TIME:

SET UP TIME:

END DATE:

END TIME:

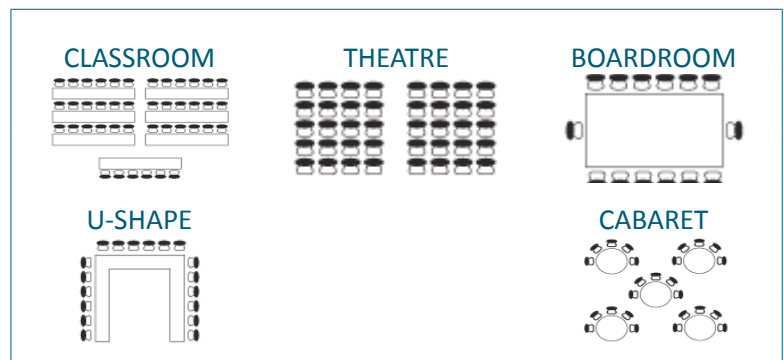
PACK UP TIME:

NO. ATTENDING:

NO. TRAINING ROOMS:

#### Room set up (tick ✓):

	ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5
Classroom					
Theatre					
Boardroom					
U-Shape					
Cabaret					



#### Equipment required:

Projector

Laptop

Microphone

Flipchart

Whiteboard

Speaker

*Photocopying facilities are available at an additional charge*

#### CATERING REQUIREMENTS (TICK ✓):

ALL DAY TEA / COFFEE

BREAKFAST

MORNING TEA

LUNCH

AFTERNOON TEA

DINNER

ADDITIONAL CATERING REQUIREMENTS:

The VEMI kitchen can cater for the following dietary requirements:

- Vegan
- Vegetarian
- Pescatarian
- Gluten Free
- Dairy Free

Additional Costs may apply for special menu orders, for example:

- Special milks- E.g. almond milk/ coconut milk
- Kosher / Halal meals
- Other special ethnic meals

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**ACCOMMODATION DETAILS:**

CHECK IN DATE:

CHECK OUT DATE:

NO. ROOMS REQUIRED:

ADDITIONAL ACCOMMODATION REQUIREMENTS:

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**ADDITIONAL REQUIREMENTS:**

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Please email completed form to [vemi@emv.vic.gov.au](mailto:vemi@emv.vic.gov.au).

A VEMI staff member will be in touch to confirm details and provide a detailed event proposal.

**Note, Terms and Conditions will apply to all bookings, please refer overleaf.**

# VEMI TERMS AND CONDITIONS

## 1. Important

1.1 Please read these terms and conditions carefully.

## 2. Definitions

2.1 In these terms and conditions:

2.1.1 'Client' means a person or organisation:

2.1.1.1 providing learning and development activities at VEMI.

2.1.1.2 purchasing and using services and goods provided at VEMI for the purposes of hosting a function or event.

2.1.2 'Program' means a learning and development activity delivered by an organisation at the Victorian Emergency Management Institute (VEMI).

2.1.3 'Event' means activities such as functions, workshops and meetings.

2.1.4 'Booking' means reserving a place in a program at VEMI.

2.1.5 'Delegate' means the person attending and participating in a program.

2.1.6 'Registration' means the process for registering a delegate's attendance at a program.

## 3. Bookings

3.1 Enquiries regarding use of VEMI for programs and events can be made by emailing [vemi@emv.vic.gov.au](mailto:vemi@emv.vic.gov.au) or phoning 03 5460 8600.

3.2 Bookings are approved based on alignment with VEMI's guiding principles and available capacity. Further information on VEMI's guiding principles can be found at [www.emv.vic.gov.au/vemi](http://www.emv.vic.gov.au/vemi).

3.3 VEMI will issue a program and event proposal outlining the details of the proposed booking, including a quotation.

3.4 A booking will be confirmed once:

3.4.1 the program and event proposal has been signed and returned by email to [vemi@emv.vic.gov.au](mailto:vemi@emv.vic.gov.au); and

3.4.2 a 10% deposit or purchase order commitment for the full amount has been received.

3.5 If no deposit has been received from the client at least 21 days prior to the commencement date of the program or event, the program and event booking may be released for re-sale at VEMI's discretion.

## 4. Prices

4.1 Prices are current at the time of quotation but are subject to change.

4.2 Should any new taxes or charges be introduced, or current taxes that are outside VEMI's control are increased, they will be passed on to the client as an additional charge.

4.3 Rates are expressed in Australian Dollars and are exclusive of Goods and Services Tax (GST).

4.4 Unscheduled extensions to bookings may only occur if capacity allows and may incur additional charges for room hire and labour costs.

## 5. Payment terms

5.1 Payment in full is required at least 14 days prior to program commencement, unless alternative payment arrangements have been made.

5.2 Payment can be made by cheque, credit card, electronic funds transfer or through an official purchase order commitment.

5.3 VEMI will provide an appropriate tax invoice and receipt of payment.

## 6. Client cancellations of programs and events

6.1 All cancellations of programs and events must be made in writing to [vemi@emv.vic.gov.au](mailto:vemi@emv.vic.gov.au).

6.2 Program and event organisers cancelling a booking:

6.2.1 less than 21 days prior to commencement, will attract a cancellation fee equal to the full amount quoted at the time of booking.

6.2.2 more than 21 days prior to commencement, will attract a cancellation fee equal to 10% of the amount quoted at the time of booking.

6.3 Regardless of cancellation notice, non-refundable third party costs incurred by VEMI (as required by the booking) will be charged to the client.

## 7. Client alterations to programs and events

7.1 Should the client request an alteration to an event booking, arrangements shall be subject to availability and the client will bear the cost of any reasonable expenses incurred by VEMI before the

alteration and any additional expenses incurred subsequent to the alteration.

7.2 Regardless of notice received for alterations, non-refundable third party costs incurred by VEMI (as required by, or in addition to, the booking) will be charged to the client.

## 8. VEMI's right to make alterations

8.1 While every effort will be made to accommodate clients in their preferred room or venue, VEMI reserves the right to change a room or venue to a comparable one, or cancel a booking.

8.1.1 Should the client subsequently cancel their booking under these circumstances, the client will receive a refund of fees paid for their program or event, less any reasonable expenses incurred by VEMI prior to the cancellation (such as catering costs and preparation of program materials).

8.1.2 Relocation to a comparable room or venue at VEMI under these circumstances will not incur any additional costs and will be deemed to be full performance under this agreement.

## 9. VEMI closure or program cancellations

9.1 VEMI is located in the Macedon Ranges, which is also a bushfire prone area. To ensure the safety of all clients, their attendees, guests, staff and the community, VEMI will close on days of Code Red or Extreme Fire Danger Rating within the Macedon Ranges Shire Council area. Where possible, programs and events will be relocated and rescheduled. Where this is neither possible nor feasible, a program or event will be cancelled by VEMI.

9.2 On days determined as Code Red or Extreme fire danger rating, all persons on site will be required to leave the facility. In the event of a possible wildfire threat to the facility, the facility will be closed at the earliest possible time and all persons on site will be required to leave or take refuge as directed by VEMI staff.

9.3 Clients will be advised of possible relocation or rescheduling options. If a booking is cancelled under these circumstances, clients will be entitled to a refund, less reasonable expenses incurred by VEMI before the cancellation (such as catering costs and preparation of course materials).

9.4 Should VEMI cancel or change the date of an event or program for any other reason, clients may cancel their booking and receive a refund of the purchase price, less reasonable expenses incurred by VEMI before the cancellation (such as catering costs and preparation of course materials).

9.5 Relocation of programs and events may incur additional expenses, which will be borne by the client.

9.6 VEMI will not be liable for any non-performance of its obligations in event of a fire, riot, war, terrorist act, act of god, labour dispute, government regulation, flood, storm, or any other force majeure event.

## 10. Accommodation

10.1 Accommodation check-in time is after 2.00pm and check-out time is no later than 9.30am.

10.2 Guests and instructors may request an earlier check in or later check-out if required.

10.3 A storage area is available for guest luggage once checked-out.

10.4 A guaranteed minimum number of attendees for accommodation purposes must be confirmed no later than 14 working days prior to the commencement of a residential program or event.

## 11. Parking

11.1 Entry to VEMI is one way through the main entry at 601 Mount Macedon Road, Mount Macedon. Exit is through the main car park at 152 Waterfalls Road, Mount Macedon.

11.2 On-site parking is only permitted in designated parking areas within the main carpark at the rear of the facility and overflow parking opposite the facility on Waterfalls Road, Mount Macedon.

11.3 Vehicles are not to be driven or parked off any roadways and must adhere to the signed speed limits onsite.

**12. Catering**

- 12.1 Catering services can only be supplied by VEMI’s hospitality provider.
- 12.2 A guaranteed minimum number of attendees for catering and accommodation purposes must be confirmed no later than 14 working days prior to the commencement of a booking. Final choices for catering will also be required at this time, including advice of any special dietary requirements.
- 12.3 No other food or beverage may be brought on to VEMI premises for consumption during a booked program or event, unless by prior arrangement with VEMI management.
- 12.4 The VEMI kitchen can cater for the following dietary requirements; Vegan, Vegetarian, Pescatarian, Gluten Free and Dairy Free. Additional costs will apply for special menu orders eg. special milks, Kosher / Halal and other special ethnic meals.

**13. Service of alcohol**

- 13.1 Alcohol is supplied solely by VEMI’s hospitality provider in strict adherence to the conditions of VEMI’s liquor licence, including requirements for responsible service and consumption of alcohol.
- 13.2 Alcohol and drugs are strictly prohibited from being brought on site.

**14. Smoking**

- 14.1 Smoking is only permitted in the designated smoking areas. Cigarette butts must be fully extinguished and disposed of in the containers provided.

**15. General responsibilities**

- 15.1 The behaviour of the client, program and event organisers, their guests, attendees, delegates, contractors, and sub- contractors, and their use of the facilities, must not:
  - 15.1.1 compromise the health, safety or welfare of any person.
  - 15.1.2 cause offence, discomfort, embarrassment, injury or damage to any person.
  - 15.1.3 cause damage to facilities or assets of VEMI.
  - 15.1.4 compromise or damage the reputation of VEMI and

- 15.2 VEMI reserves the right, without liability, to exclude or eject any or all objectionable persons from the facility.
- 15.3 Clients are financially responsible for any damage they cause to VEMI’s facilities and grounds, and property owned or in the care or custody of VEMI, the client, their attendees or guests. Persons involved in wilful damage or theft on the site will be prosecuted.
- 15.4 VEMI reserves the right, without liability, to exclude or eject any or all objectionable persons from the facility.
- 15.5 Persons under the age of 18 can only be brought onto the site if they are under the constant supervision of an adult and with the express prior permission of VEMI management.
- 15.6 VEMI will not accept any responsibility for injury, loss or damage to any person, equipment, property or merchandise left on site prior to, during, or after the time of a program or event, except to the extent that such injury, loss or damage is caused by the negligence of VEMI.
- 15.7 The client agrees to indemnify, and keep indemnified, VEMI in full against all claims, actions, suits, proceedings, demands, costs, expenses and losses sustained or incurred by VEMI, including damage sustained by VEMI as a result of any breach by the client of the terms and conditions herein or of any acts, omissions or neglect on the part of the client, its agents, guests, invitees, contractors or sub-contractors.
- 15.8 Safety or maintenance issues at VEMI identified by the client, its agents, guests, invitees, contractors or sub- contractors must be immediately reported to VEMI staff or the after-hours contact.
- 15.9 The attachment of banners, signs, or posters to any wall surface, or the use of pins, adhesives, nails or tape is not permitted without prior approval from VEMI staff.
- 15.10 No indoor or outdoor fires may be lit on site. The use of naked flames of any sort (such as candles, oil burners, outdoor torches and similar) is strictly prohibited.
- 15.11 All users of the VEMI facilities must make themselves aware of emergency evacuation procedures and assembly points by reading the information displayed throughout site.