



# BUSINESS & INNOVATION CENTRE

## ROOM BOOKING FORM

[info@dka.com.au](mailto:info@dka.com.au) | 08 8959 6000

### ORGANISER CONTACT DETAILS

Name:	Telephone:
Email:	
Organisation/Department:	

### EVENT DETAILS

Event name:		
Event date(s):	Number of delegates:	
Room(s):	<input type="checkbox"/> Full day	<input type="checkbox"/> Half day
Commencement time:	Finish time:	

**If your event requires any cultural elements (Smoking Ceremony, Welcome to Country, Welcome to Precinct), this will need to be negotiated with the Precinct Elder in Residence. DKA will liaise on your behalf.** Please note we require sufficient notice for the correct protocols to be followed. We require at least 3-4 weeks' notice for Smoking Ceremony and Welcome to Country, and 1week's notice for Welcome to Precinct.

Tick here if your event contains a cultural element.

### ROOMS (Please tick all that apply)

Prices are effective 1 Oct 2021 – 31 December 2021.

\*Set up/pull down the day before/after is charged at half-day rates.

\*Please review the cancellation policy before making any bookings.

Room	Capacity/Possible Setup Styles (Organiser's Responsibility)	Rates (includes GST)	NFP rates (includes GST)
<input type="checkbox"/> Corkwood Room	<ul style="list-style-type: none"> <li>25 people; U-shape / boardroom-style</li> <li>35 people; classroom-style</li> <li>50 people; workshop-style</li> <li>70 people; theatre-style</li> </ul>	<input type="checkbox"/> Full day: \$550 <input type="checkbox"/> Half day: \$300	<input type="checkbox"/> Full day: \$330 <input type="checkbox"/> Half day: \$180
<input type="checkbox"/> Akaltye Room	<ul style="list-style-type: none"> <li>25 people; classroom-style</li> <li>40 people; theatre-style</li> <li>40 people; workshop-style</li> </ul>	<input type="checkbox"/> Full day: \$450 <input type="checkbox"/> Half day: \$280	<input type="checkbox"/> Full day: \$270 <input type="checkbox"/> Half day: \$168
<input type="checkbox"/> Cassia Room	<ul style="list-style-type: none"> <li>10 people; boardroom-style</li> </ul>	<input type="checkbox"/> Full day: \$250 <input type="checkbox"/> Half day: \$140	<input type="checkbox"/> Full day: \$150 <input type="checkbox"/> Half day: \$84
<input type="checkbox"/> Bush Passionfruit Room	<ul style="list-style-type: none"> <li>8 people; boardroom-style</li> </ul>	<input type="checkbox"/> Full day: \$140 <input type="checkbox"/> Half day: \$80	<input type="checkbox"/> Full day: \$84 <input type="checkbox"/> Half day: \$48
<input type="checkbox"/> Witchetty Bush Room	<ul style="list-style-type: none"> <li>6 people; boardroom-style</li> </ul>	<input type="checkbox"/> Full day: \$140 <input type="checkbox"/> Half day: \$80	<input type="checkbox"/> Full day: \$84 <input type="checkbox"/> Half day: \$48

## AUDIO AND VISUALS (Please tick all that apply)

\*Subject to availability.

Equipment	Rates; per day (includes GST)	
<input type="checkbox"/> Teleconference phone and line	<input type="checkbox"/> Full day: \$110	<input type="checkbox"/> Half day: \$60
<input type="checkbox"/> Video conference equipment and line	<input type="checkbox"/> Full day: \$195	<input type="checkbox"/> Half day: \$100
<input type="checkbox"/> TV screen only (on a mobile stand)	<input type="checkbox"/> Full day: \$100	<input type="checkbox"/> Half day: \$55
<input type="checkbox"/> Data projector	<input type="checkbox"/> Full day: \$150	<input type="checkbox"/> Half day: \$80
<input type="checkbox"/> PA system / Speaker	<input type="checkbox"/> Full day: \$150	<input type="checkbox"/> Half day: \$80
<input type="checkbox"/> Microphone	No charge	
<input type="checkbox"/> Whiteboard and markers	No charge	
<input type="checkbox"/> Wi-Fi	No charge	

## ADDITIONAL SERVICES (Please tick all that apply)

Services	Rates (includes GST)
<input type="checkbox"/> Tea and coffee	\$3 per person, all day
<input type="checkbox"/> Printing and photocopying	Black and white: 30¢ per page Coloured: \$1.00 per page
<input type="checkbox"/> Afterhours use (must be pre-arranged) <i>*Applies when rooms are in use outside of our normal business hours, which are Monday to Friday, 8:30 am - 4:30 pm.</i>	\$60 per hour
<input type="checkbox"/> Extra cleaning services <i>(clearing dishes and dishwashing, cleaning trays, intensive vacuuming or steam cleaning, stain removal)</i>	\$90 per hour
<input type="checkbox"/> Welcome to Precinct (requires pre-booking)	Price on application
<input type="checkbox"/> Welcome to Country (requires pre-booking)	Price on application
<input type="checkbox"/> Smoking Ceremony (requires pre-booking) <input type="checkbox"/> Smoke sensor isolation <i>*Smoking ceremonies which require isolation of the smoke sensor will incur an additional fee per isolation service provided (amount as per Chubb quote after enquiry). To comply with fire safety regulations, this is handled solely by Chubb Fire &amp; Security.</i>	Price on application (Approximately \$400 - subject to a price increase and confirmed on enquiry)
<input type="checkbox"/> Dancing (requires pre-booking)	Price on application

## BOOKING TERMS AND CONDITIONS

### Vehicle Parking

Please respect the Arrernte Land that the BIC stands on and use the designated Visitors' Car Park.

### Afterhours Use / Vacating the Desert Knowledge Precinct

The Business Innovation Centre is open Monday to Friday, 8:30 am to 4:30 pm. Use of the meeting rooms outside of these hours will incur additional fees. Afterhours bookings must be pre-arranged with a minimum of five business days' notice.

The Precinct must be vacated no later than 5:45 pm (gates close at 6:00 pm).

## **Catering**

DKA does not organise catering. All catering is the responsibility of the event/meeting organiser, including post-event clearing up. DKA provides complimentary use of a hot water urn, as well as crockery, cutlery, and glassware.

However, all items must be washed and stowed away before vacating the Precinct – there is a dishwasher available for use. All rubbish must be picked up and placed in the bins provided. An “extra cleaning services” fee will apply if the room or kitchenette is not cleaned up before you vacate the Precinct.

## **Pets**

The Precinct is a Land for Wildlife zone, and under our Indigenous Land Use Agreement (ILUA), we have an obligation to care for the wildlife on the Precinct. As such, domestic animals are not allowed on the Precinct. *Please note: This rule does not apply to service animals.*

## **Administration**

The Business Innovation Centre does not have an administrative support person specifically available for events/meetings. Please arrive prepared with handouts or any other event-related materials you require, and ensure all technology is working prior to the start of your event. A run-through of any on-site technology as well as the building layout, etc., is highly recommended and can be pre-arranged.

The organiser is responsible for the set-up and pull-down of the room. The room must be returned to its original setting after every event. Organisers can also bring their own equipment (projector, screen, microphone, speaker, etc.) if they prefer.

## **Venue Use and Conduct**

- The organiser is responsible for the orderly conduct of attendees and will bear the cost of any damage to the building, furniture, or equipment, which has occurred during or as a result of the event.
- Patrons and guests must behave in an appropriate manner whilst in the BIC premises (cleanliness, noise, sharing of common areas, etc.).
- Desert Knowledge Australia does not accept responsibility for any loss, damage or theft of items brought into the venue.
- No adhesives are to be used on painted walls (acceptable to be used on glass or gloss-paint doors).
- Any catering is to be cleared, and dishes washed and put away prior to departing the venue. An extra cleaning fee will be applied if the room or kitchenette is left in an unsatisfactory condition.
- Rooms are available during business hours (8:30 am - 4:30 pm; Monday to Friday). An afterhours fee applies if the room is in use between 7:30 am - 8:30 am and 4:30 pm - 5:30 pm. Afterhours events must be pre-arranged with a minimum of five business days' notice.

## **Cancellation Policy**

In the event of a cancellation within 24 hours of the scheduled booking, or a 'no-show', the full amount of the first day of booking(s) including all admin fees will still apply.

Please contact administration for any further queries.

### Covid-19 Guidelines

DKA is doing their best to comply to all Northern Territory Covid-19 guidelines to help protect the community. Please make sure that all visitors/participants, are signed in with the *Territory Check-in App* or with the electronic sign-in at reception

Please see reception for a written sign-in sheet if required.

**On Wednesday 13th October, the Northern Territory Chief Health Officer (CHO) issued directions for mandatory vaccination of workers to attend the workplace.**

**It is the booking agency's responsibility to ensure that all participants attending their event are compliant to the CHO directives upon attending this venue.**

### Payment

*Please note: An admin fee of 15% of the total invoice (before any discount) is applied to all bookings.*

An invoice covering the venue hire, equipment selection, selected additional amenities and services, and the applicable admin fee (15% of the total invoice) will be sent to you after the event. An additional invoice may be sent for any incidental damages or charges incurred during the event.

**The booking is not confirmed until this form has been completed and returned to [info@dka.com.au](mailto:info@dka.com.au)**

**Signed acceptance of Terms and Conditions:**

*Enter Name*

**Date:**

*Select a date*