




Victorian Deaf Education Institute

Learning Centre Booking Form





VDEI Learning Centre bookings:

Personal Details

Name

Position

Branch/ Organisation Name

Contact E-Mail

Contact Phone Number

Room Booking Details

Room Booked (*please select*)

- Learning Centre 1
- Learning Centre 2
- Full Auditorium
- Meeting Room

Date of Hire

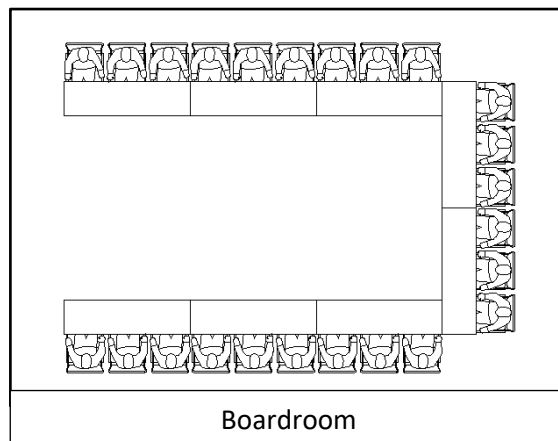
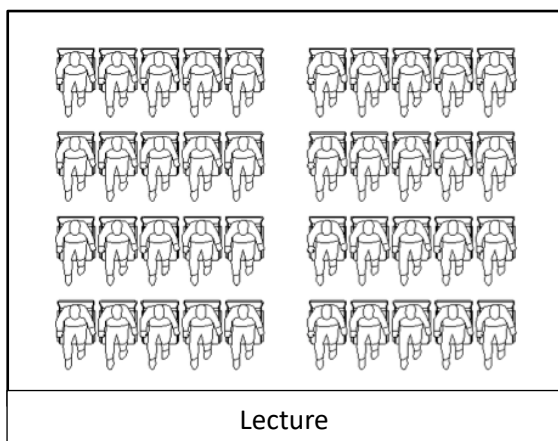
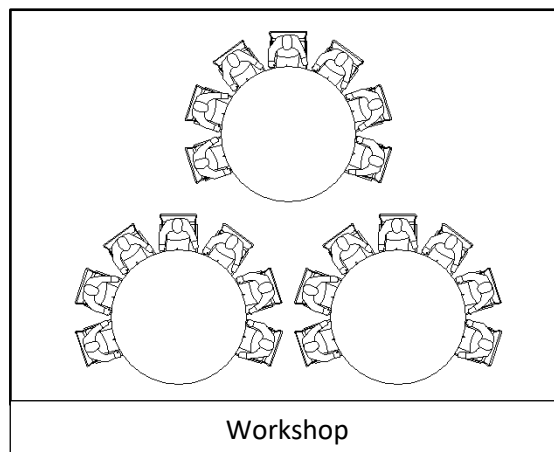
Length of Hire (*please specify times*)

- Full Day _____
- Half Day _____



Forum Type *(please select)*

- Workshop
- Lecture
- Boardroom



Number of Delegates/ Attendees

Technology Requirements *(please select)*

Please bring your files/presentation on a USB on the day, and/or send these to VDEI in advance.

Included in Rate:

- Lectern
- Additional Laptops
- Internet (refer to policy)
- MS Programs
- Data Projector
- Phone Line



Available Upon Request

- Audio Conference
- Lapel Microphones
- Smart Boards/ Electronic Whiteboards
- Video Recording
- Video Conference

Access Provisions required (*please select*)

- Hearing Loop
- Wireless Receivers
- Live Captioning (extra charge)
- Auslan Interpreting (extra charge)
- Other (*please specify*)

Catering Requirements (For Corporate / Professional bookings only)

Has catering been organised? (*Please circle*) Yes No

If so, please complete the following details:

Catering Company

Number of delegates to be catered for

Type of Catering (*please select*)

- Morning Tea
- Lunch
- Afternoon Tea

Package selected (*if applicable*)



Please advise if special dietary requirements are requested, and for how many delegates/ attendees.

Type	Number Requested
Vegetarian	
Vegan	
Gluten Free	
Lactose Free	
Fructose Free	
Other (please specify)	

Please note, tea, coffee and milk are available in the VDEI kitchenette. Should you wish to use these facilities, the cost for this is included in the booking rate.

Lanyards and Name Cards

As VDEI is on the same property as a school, attendees are required to wear VDEI lanyards. With the exception of corporate/professional bookings, it is up to the event organiser to print name tags if required.

Payment

For all external bookings we ask that full payment is made upon receipt of the electronic booking payment link. Payment is accepted via credit card and we ask that your account is settled within 7 days of receipt.

If the booking is made on behalf of a Branch or Unit of The Department of Education and Training, please provide the following information for payment to be processed through Journal Transfer:

Entity _____

Business Unit _____

Account _____

Project _____

School Site _____



VDEI Learning Centre
Acceptable Use and Liability - Property and Insurance

The Department does not hold insurance for personal property brought to schools and has no capacity to pay for any loss or damage to such property.

Information about the Department's insurance arrangements can be found in the School Policy and Advisory Guide:

<http://www.education.vic.gov.au/school/principals/spag/finance/Pages/insurance.aspx>

Any damages to property or equipment, unauthorised or improper use of the VDEI Learning Centre and its contents may result in VDEI charging for repair and/or replacement.

It is a condition of all bookings to provide a signed copy of this form before requested bookings can be confirmed. In signing this form you are acknowledging that you have read and understood the terms and conditions of acceptable use and liability of damage to property, and that you have included the details of the person making the booking. For DET bookings please include the details of the relevant Manager/Director along with their signed approval.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

Booking Contact Name *(please print)*

Signature

Date: / /

Manager /Director Name if applicable *(please print)*

Signature

Date: / /



**External Users of the VDEI Learning Centre, ICT Requirements
Department of Education and Training - Notice to Users**

This computer network at Victorian Deaf Education Institute (VDEI) is the property of the Department of Education and Training and is for authorised use only. The use of departmental ICT resources, including this network, is monitored.

To use this network, you must comply with the acceptable use policy for DET Information, Communications and Technology (ICT) Resources, and requirements of information privacy laws.

To read the full policy, see:

Acceptable use policy for DET Information, Communications and Technology (ICT) Resources
<https://www.deafeducation.vic.edu.au/services/learning-centre-bookings>

Unauthorised or improper use of this network may result in disciplinary action, including termination, and/or civil or criminal penalties.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

Booking Contact Name *(please print)*

Signature

Date: / /