

# Victorian Deaf Education Institute Learning Centre

# Information and Booking Form







### The Victorian Deaf Education Institute (VDEI) Learning Centre

The VDEI Learning Centre is available for hire by following the booking procedures outlined in this document.

#### **Policy Principles**

An integral part of the VDEI Learning Centre is the provision of professional learning opportunities which develop the skills and capacity of the educational workforce who support deaf and hard of hearing students. VDEI's learning spaces have been fitted with high quality lighting, recording, amplification and acoustic materials that enhance participants' access to learning events. Deaf and hard of hearing participants are also provided with access to assistive technology that links to their personal wireless listening devices, hearing aids and cochlear implants.

Customised microphone systems have been installed that capture clear and intelligible speech signals throughout the room so that all participants enjoy a comfortable listening experience without interference from background noise. Volume is controlled remotely by our IT Specialist who is in attendance at every VDEI learning event.

Auslan interpreters and live captioning are provided when requested by deaf and hard of hearing participants and special attention is given to the control of glare and ambient noise in the learning spaces and environments.

All events are live streamed, with a record of the full session being made available on a Youtube video after the event. Presenters have the option of having their presentation edited in accordance with their wishes and made available for future viewing on VDEI's website or Learning Management System.

In order to conduct its Professional Learning Programs and program objectives, VDEI will have priority use of the venue.

All types of use are subject to approval of all terms and conditions by both parties. VDEI reserves the right to decline bookings based on priority of existing bookings.



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#### **Hirer obligations**

The hirer or booking organisation must:

- Be fully responsible for all persons it invites and brings onto the premises
- Avoid changing screen and room settings on wall-mounted touch panels
- Organise and pay for other services such as interpreters, live captioning and catering
- Comply with all Departmental Policies and Guidelines which deal with the safety or health of persons on the premises or otherwise under its control
- Observe the fire and emergency evacuation precautions, and
- At all times exercise due care, skill and judgement and act with propriety

#### Acceptable Use and Liability - Property and Insurance

The Department does not hold insurance for personal property brought onto the premises and has no capacity to pay for any loss or damage to such property. Each individual is responsible for their own belongings.

#### **General Requirements**

Smoking is prohibited on the premises, including the car park and all areas surrounding the site.

#### Rates

Fees for hiring the VDEI Learning Centre will be charged according to the published schedule of rates. The VDEI Learning Centre is operational Monday to Friday 8:30am to 4:30pm. Subsidised rates are available for Department of Education and Training (DET) Divisions.

#### **Cancellation or Postponement**

If, for any reason, the hirer or booking organisation is unable to proceed with any booking of the VDEI Learning Centre, they must contact the Victorian Deaf Education Institute to formally cancel the booking.

Any cancellation or postponement request made within <u>48 hours of the event</u> will be charged the <u>full amount</u> of the Learning Centre booking, as well as any other fees incurred from external service providers (catering, Live Captioning, Auslan Interpreting etc.)

Any cancellation or postponement request made outside 48 hours of the event will not incur any cancellation fee, however other fees related to external booking or service fees may apply.



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### 2020 Rates

Formal Learning Spaces	Booking Duration	Non-DET Rate	DET Rate
		(GST excl.)	(GST excl.)
Learning Centre 1	½ Day	\$800	\$350
Capacity- 40 lecture style, 24 workshop style)	Full Day	\$1,000	\$500
Learning Centre 2	½ Day	\$750	\$300
Capacity- 30 lecture style, 15 workshop style)	Full Day	\$900	\$450
Full Auditorium	½ Day	\$900	\$450
Capacity- 80 lecture style, 48 workshop style, 30 boardroom)	Full Day	\$1,500	\$750
Meeting Room	½ Day	\$300	\$200
Capacity- 2 to 6 meeting style)	Full Day	\$400	\$300





Learning Centre 1



Learning Centre 2







Full Auditorium (Learning Centre 1 & 2)



Meeting Room





#### Services

- Charges are incurred for bookings to cover operational costs, technical services and equipment maintenance. Trained VDEI staff will assist in supporting all internal and external bookings.
- Additional services required on request such as <u>Auslan Interpreting Services</u> or <u>Live</u> <u>Captioning</u>, will be charged at cost rate to VDEI, including booking fees. VDEI will include these additional items on any quotations to booking organisations for payment.
- Projector and Electronic whiteboard systems with Internet access are included in VDEI's default booking. For Video Conferencing, Audio or Video recording and live Captioning, VDEI must be notified in advance to organise extra IT Support.

#### Catering

VDEI uses local and onsite suppliers and recommends them for all bookings. With the exception of corporate/professional bookings, catering orders need to be organised by the hirer or booking organisation, and payment needs to occur directly with the suppliers, not through VDEI. For DET corporate bookings only, VDEI will include catering within quotations and invoices.

Below are catering options. All external bookings may arrange their own catering with any other suppliers, as long as it is served in either of the two approved areas, including the foyer or decking areas.

#### Tradeblock Café - Onsite

A fully operational cafe run by Victorian College for the Deaf as part of the VCAL program and Deaf adult employment program. The café serves high quality coffee, homemade soups, pastries and gourmet sandwiches and offers a delicious range of cakes, biscuits and slices. The menu changes daily, with items made fresh, using organic produce.

Contact: Amanda Joyce Tuesday to Friday 8:30am- 2:30pm (school terms only) (T) (03) 9510 1706 (E) joyce.amanda.m@edumail.vic.gov.au

#### EARL Canteen Catering

Delicious and fresh menu on St Kilda Road Phone: (03) 9421 3221 Email: <u>catering@earlcanteen.com.au</u> Amici Bakery Beautiful fresh menu on Chapel Street Phone: 9529 7770 Email: <u>Catering@amicibakerycafe.co</u> <u>m.au</u> Café Piato Conveniently located and timely service Phone: (03) 9510 6766 Email: cafe-piato@bigpond.com





**VDEI Location** 597 St Kilda Road Melbourne VIC 3004 (Corner of High Street and St Kilda Road)



# **Transportation and Car Parking**

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Unfortunately, there is no parking at VDEI. However, there are many public transport options which surround the site, as well at metered street parking and secure all-day parking nearby.

Limited disabled parking is available on request.

# Public Transport

- Train- Prahran Train Station (Sandringham Line), Approximately 12 minutes' walk
- Tram- Numbers 3, 5, 6, 16, 63, 64 or 67 from Flinders Street Station to VDEI (on St Kilda Road). Exit at Tram Stop 27, High Street (corner St Kilda Road and High Street)
- Metered Parking- St Kilda Road and High Street
- All day paid car parking is available at The Pullman Hotel Albert Park on Queens Road, or Wilson Carpark on Queens Lane. Please contact directly for early bird and general parking rates





#### Contact

For all bookings, enquires or any further information, please contact VDEI.

(T) (03) 9032 6400(E) vdei@education.vic.gov.au

**Postal Address** 

Victorian Deaf Education Institute 597 St Kilda Road Melbourne, VIC 3004

Hours of Operation

8:30am to 5:00pm Monday to Friday





# 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)

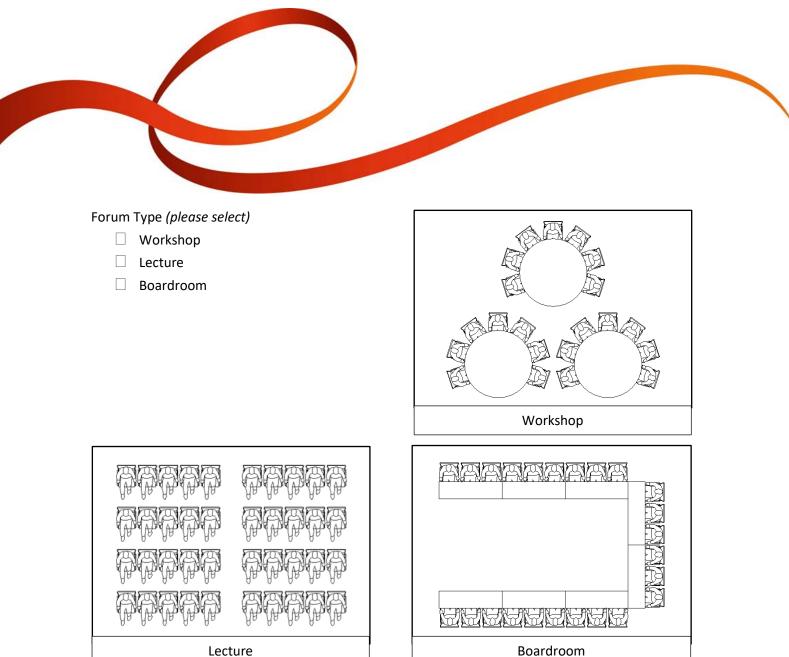
- Learning Centre 1
- Learning Centre 2
- Full Auditorium
- □ Meeting Room

Date of Hire

Length of Hire (please specify times)

- Full Day
- Half Day





Lecture

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
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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.

Туре	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

Manager / Director Name if applicable (please print)

Signature

Date: / /

Date:

/ /



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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 <u>https://www.deafeducation.vic.edu.au/services/learning-centre-bookings</u>

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: / /

