

Learning Centre Booking Policies and Procedures



Learning Centre

Booking Policies and Procedures

The Victorian Deaf Education Institute (VDEI) has a Learning Centre onsite to host its Professional Learning Programs, as well as facilitate regular meetings and forums.

In partnership with the Victorian College for the Deaf (VCD), VDEI and VCD share - use of the site Monday to Friday during business hours, with all bookings handled directly via VDEI at vdei@deafeducation.vic.edu.au

The Learning Centre is available following the booking procedures.

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

Policy Principles

An integral part of the VDEI Learning Centre is the provision of professional learning opportunities which extend the educational skills and capacity of the educational workforce, supporting deaf and hard or hearing students in Victoria.

VDEI will have priority use of the venue to conduct its professional learning operations and program objectives.

Learning spaces will be available for hire if the use of the venue:

- ☐ furthers the educational purpose of the VDEI
- ☐ supports the vision and strategic goals of Department of Education and Training (DET)
- ☐ enhances community involvement and relationships

Technical Services

Charges are incurred for booking 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 Auslan interpreting services or live captioning will be charged at cost rate to VDEI, including booking fees. VDEI will include these additional items on any quotations and invoices to booking organisations for payment.

Booking rates:

Learning Space fees will be charged according to the published schedule of rates

The Learning Centre is operational Monday to Friday, tea and coffee is included. Business and after hours bookings can only be made by arrangement. Subsidised rates are only available to schools, DET Divisions and other Victorian Government Departments, registered Not-for-Profit Organisations with ABN's and deaf community organisations, who do not make profit.

Location

Victorian Deaf Education Institute

597 St Kilda Road
Melbourne VIC 3004
(Corner of High Street and St Kilda Road, with the Victorian College for the Deaf)

For a map of the location, see: [Google Maps](#)

Tel: (03) 9032 6400

Email: vdei@deafeducation.vic.edu.au

Mail:

Victorian Deaf Education Institute
PO Box 6307
St Kilda Road
MELBOURNE VIC 3004



Cancellation or postponement

If for any reason the hirer or booking organisation or person is unable to proceed with any booking of a learning space then:

- a) The hirer/booking organisation or person must contact the Victorian Deaf Education Institute and;
- b) A percentage of the Hire fee must remain payable by the hirer/booking organisation or person as follows:
 - i. 0% of the total quoted service fee shall remain payable if the cancellation is made more than 90 days prior to a confirmed booking date;
 - ii. 25% of the total quoted service fee shall remain payable if the cancellation is made between 30 and 90 days prior to a confirmed booking date;
 - iii. 50% of the total quoted service fee shall remain payable if the cancellation is made between 8 and 29 days prior to a confirmed booking date;
 - iv. 100% of the total quoted service fee shall remain payable if the cancellation is made less than 8 days prior to a confirmed booking date.

Hirer/booking organisation or person's obligations

Hirer/booking organisation or person must:

- at its own cost comply with all laws
- be fully responsible for all persons it invites and brings onto the premises
- comply with all Departmental policies or 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 the utmost good faith.

General Requirements

Smoking is prohibited on the premises, including but not limited to the car park and all external environment surrounding the 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. There are VDEI booking forms that are required to be read and signed by all parties making bookings, on behalf of themselves or their organisation covering acceptable use within the Learning Centre, VDEI Learning Centre Booking Forms.

Catering

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

Please find the catering options onsite below. 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. Under no circumstances can unsealed beverages or any food be consumed within VDEI Learning Centre spaces.

Catering for your Event:

There are two catering options onsite, which are school programs of the Victorian College for the Deaf (VCD). These options directly support young deaf students in VCAL studies and also deaf adults who gain meaningful work through the café program. The hours of operation and contact details are listed below, as well as an alternative local caterer (who also deliver to us regularly) and on days when the onsite options may not be available.

The caterers listed below both deliver to VDEI Learning Centre just before or during your event at times specified by you and cannot be stored hours in advance of bookings. You will need to organise your order, requested delivery times and payment directly with these caterers.

**Payment options can be organised between your organisation with these caterers, including direct invoicing or payment on the day, as the Institute cannot pay or redirect invoices to you.

Tradeblock Café - Onsite

Run by Deaf and hard of hearing students and a Deaf adult employment program
Contact: Amanda Joyce or Nicole McRae (Coordinators of the Café program)
Tues-Fri 8.30am-2.30pm (school terms only)
Ph: 03) 95101706 Email: Victorian.ds@edumail.vic.gov.au

Café Piato, 607 St Kilda Rd - Local

Contact: Anita Mon-Fri 8.00am-5.00pm
Ph: 03) 95106766
Email: cafe-piato@bigpond.com.au

Booking contacts

For booking information or to organise a tour, please contact VDEI:
Learning Centre Operations Manager
Email: vdei@deafeducation.vic.edu.au or Phone: (03) 9032 6400

