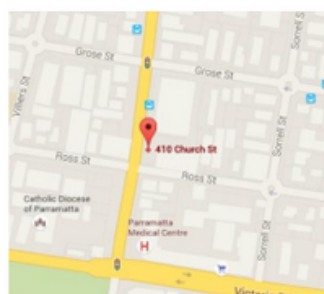


Room Hire Information



Situated in Parramatta's North, the **Western Sydney Skills Hub** is our high end education facility used for corporate professional development training. It has flexible training and meeting rooms that can be configured to suit your organisation's needs. The site is perfect for training sessions, planning meetings, corporate presentations and off-site events. Backed by our 30 years in education and our top-of-the-line facilities, we are bound to meet your room hire needs.



Address: Suite 34, Level 3, 410 Church Street, Parramatta

Room Seating Capacity:

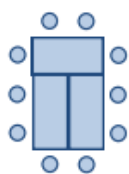
Room	Classroom	U-Shape	Boardroom style	Cabaret	Working Group	Theatre style
Pemulwuy Room	15 + 1 trainer	-	-	-	-	-
Maria Lock Room	16-20	18	20	24	28	37
Elizabeth Macarthur Room	12	13	16	-	15	24
James Ruse Room	10	12	14	-	16	24
Maria and Elizabeth Combined	30	27	32	40	40	62
William Shelley Room	20 + 1 trainer	19	21	25	29	38

Approx. only based on specific requirements. Other configurations available on request.

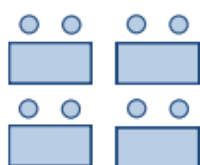
Kitchen holds 20 seated. Equipped with full size fridge, microwave, hot and cool filtered water, tea, coffee facilities and bottled water.

Room Configuration Diagrams:

Boardroom



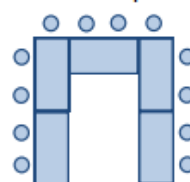
Classroom



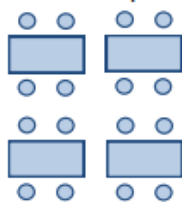
Theatre



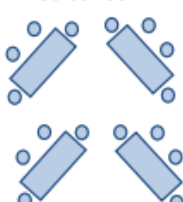
U-Shape



Workshop



Cabaret



Other layouts or variations to layouts available on request.

Room Hire Information



Contact us for Rates – admin@parramattacollege.edu.au **or Ph: 9687 2072**

Community rates available for non-profit/community organisations.

Price includes:

- 1 x presenter/trainer PC
- Internet (incl Wifi access)
- Data projector
- Whiteboard
- Printer (Black only)
- Colour scanner
- Tea, coffee, milk
- Access to kitchen and facilities
- Access to courtesy Internet Kiosk
- Set up of room

Extras (rates apply):

- Note pads and Pens
- After-hours and weekend access
- Catering – see **Catering** section

Catering (rates apply):

- Morning Tea (biscuits, muffins, danish's)
- Working Lunch (wraps)
- Afternoon Tea (biscuits & cakes or biscuits & fruit)
- Juice / soft drink

This can be tailored if you have specific requirements.

Room Detail:

All rooms include access to:

Presenter Computer	YES – PC
Software	• Windows 10, Office 365, Adobe Reader - available in Maria Lock, Elizabeth Macarthur, and James Ruse rooms • Windows 8, Office 2010 - available in Pemulway room
Data Projector	YES – Including speakers
Whiteboard	YES
Internet	YES – Ethernet Internet - 8Wire EFM Internet (up to 20Mbps Up/Down)
Printer/Copier/Scanner	YES – Black Print/Copy. Colour Scan to USB or email.
Kitchen	YES – Tea, coffee facilities, milk, bottled water. Seats 20.
Wheel chair accessible	YES – Lift. Wheel chair suitable toilets are located on ground floor.

If you need anything specific, please contact us.

Room Hire Information



Pemulwuy Room

Room Type	Computer room with internet access
Student Computers	YES – 15
Seats	15 People + 1 Presenter



Room Hire Information



Maria Lock Room

Room Type	Meeting/training/theatre
Student Computers	N0. However Internet and Wi-Fi is available. Laptops can be provided.
Seats	16-37 depending on configuration.
Features	Movable glass walls for setup flexibility. Can be combined with the Elizabeth Macarthur room to increase capacity and usage to 30-67.



Maria and Elizabeth Combo setup

Elizabeth Macarthur Room

Room Type	Meeting/training/theatre
Student Computers	No. However Internet and Wi-Fi is available. Laptops can be provided.
Seats	13-24 depending on configuration.
Features	Hourly rate available. Movable glass walls for setup flexibility. Can be combined with the Maria Lock room to increase capacity to 30-67.



Room Hire Information



James Ruse Room

Room Type	Meeting/training
Student Computers	10 PCs for students + 1 PC for presenter, Internet and Wi-Fi is available.
Seats	12-24 depending on configuration.
Features	Hourly rate available. Perfect for small workshops and meetings. Modern and updated computers: <ul style="list-style-type: none">• Intel® Core™ i5 8500T Processor• 16GB RAM



How to book:

1. Please complete and return our WSSH booking form.
2. We will invoice you a deposit of 25% of the fee.
3. Booking will be confirmed on receipt of your deposit.

For **urgent requests** or **special circumstances**, please call us on 9687 2072 to discuss options.

Parking:

No parking is available on site. There is a paid carpark close by, as well as on street parking metres, however there is also a FREE shuttle bus that runs from Parramatta Station every 10mins that stops just up from our front entrance. Church St North stop.

Cancellations:

Cancellations within a WEEK of the event will incur a fee of 25% of the room hire cost (your paid deposit).

Room Hire Information



William Shelley Room

Room Type	Meeting/training
Student Computers	N0. However, Internet and Wi-Fi is available. Laptops can be provided.
Seats	20 people + 1 presenter,
Features	Hourly rate available. Perfect for small workshops and meetings.



PLEASE NOTE:

We have 31 laptops available that can be used in the Maria Lock or the Elizabeth Macarthur rooms, or when rooms are combined, including the William Shelley room.

Laptop features:

- Intel® Core™ i5-8350U
- 16GB RAM

(Accurate as at 30th June 2021)

Application For Hire



Suite 34, Level 3, 410 Church Street, Parramatta

Organisation			
ABN			
Contact Person			
Phone		Mobile	
Email			
Postal Address			
Are you a Non-Profit/Community Organisation?	Yes		No

Purpose of use	
Estimated Number of Attendees	

Room Required :							
Maria Lock Room			Elizabeth Macarthur Room				
James Ruse Room			Pemulwuy Room				
Maria and Elizabeth Combined			William Shelley Room				
Date		Start Time		Finish Time			
Date		Start Time		Finish Time			
Date		Start Time		Finish Time			
Date		Start Time		Finish Time			
Date		Start Time		Finish Time			
OR Regular day each		Week		Fortnight		Month	
From Date			Day/s				
Start time			Finish time				
Additional Information							

Room Configuration :			
Boardroom		U-Shape	
Classroom		Cabaret	
Workshop		Network/Exhibition (0 chairs/tables)	
Lecture/theatre		Other:	
Additional Information			

Please refer to our "Room Configurations diagrams"

Application For Hire



Extra Equipment/items:			
Pads & Pens (\$4/person)		Extra Chairs (No.)	
After Hours Access (Before 8am, After 5pm & Weekends) = \$30 open/\$30 close		Extra Tables (No.)	
Other:			

Please note: All technical details are to be confirmed 3 business days prior to the commencement of the event. This includes items already included in the fee EG: Projector setup.

Catering			
Morning Tea (\$7.50/person)		Working Lunch (\$13/person)	
Afternoon Tea (\$7.50/person)		Juice/Soft drink (\$4/person)	
Other/Additional Information or Requirements:			

Please note: All catering details are to be confirmed 3 business days prior to the commencement of the event.

Conditions of Hire

The following is a summary of the normal terms and conditions of hiring facilities within The Parramatta College(TPC):

The hirer shall:

1. Be at least 18 years of age.
2. Not cancel the booking within 1 week of the event – otherwise the 25% deposit will not be refunded.
3. Confirm all technical, schedule and catering details 3 days prior to the commencement of the event.
4. Be responsible for the safety and conduct of each and every person in attendance at their event or activity.
5. Take out and keep in force with an insurance company an appropriate insurance policy.
6. Take out and will keep in force an appropriate worker's compensation policy in respect of any employees of theirs who are employed in connection with use of the site and equipment for this booking.

Inside the building and room hired the hirer shall:

1. Take note of Fire Evacuation Plan displayed in the "Important Information" folder. Fire exit doors must be kept clear at all times.
2. Respect other users and tenants within the building. Abide by the NO SMOKING policy inside the building.
3. Not tamper with any device or system designed for use in an emergency, such as fire extinguishers or fire hose reels
4. Report any safety issues or identified hazards to TPC.
5. Not use glitter, confetti or similar inside the rooms or surrounding areas.
7. Not use thumbtacks, staples, sticky tape or similar to fasten display material on walls. The hirer will be responsible for all damage caused to the venue by the placement or removal of items.
8. Consider other tenants and keep noise levels to a reasonable level.
9. Not consume or sell alcohol on site
10. Be responsible for the security of the building throughout the hire period and not attempt to enter any room other than the room and areas allocated.
11. Be responsible for the full replacement costs of any breakages or damages to the building, its fittings and contents (including equipment) and the surrounding grounds. Breakages must be reported to TPC at the time.

Before Leaving the hirer shall:

1. Remove all personal possessions from the rooms.

NOTE: TPC reserves the right to:

- Change the conditions of hire
- Deny access to any individual or organisation (its members and/ or staff)
- To terminate any agreement, with any individual or organisation, (its members and/or staff) at any time.

In the event of a dispute or a difference arising as to the interpretation of conditions in this agreement, the decision of the Chief Executive Officer of The Parramatta College shall be final.

Application For Hire



Undertaking by Hirer

The hirer agrees to occupy and use the premises at the risk of the hirer and hereby releases to the full extent permitted by law The Parramatta College and its agents, contractors and employees from all claims and demands of every kind resulting from any accident, damage, loss or injury occurring to person or property.

The hirer shall take out and keep in force with an insurance company an appropriate insurance policy.

The hirer shall take out and will keep in force an appropriate worker's compensation policy with a licensed insurer under the Workers Compensation Act, 1987 in respect of any employees of theirs who are employed in connection with use of the premises and equipment pursuant to the terms of this booking.

I have read and understand and accept the Conditions of Hire.

I have the authority to sign this form on behalf of the organisation I represent.

Name	
Signature	
Date	
How did you hear about us?	

Please print, sign, and scan/email or post back this document.

E: bookings@parramattacollege.com.au

Post: PO Box 2261, North Parramatta, 1750

OFFICE USE ONLY

Payment Details/Office Use (25% deposit must be paid to confirm the booking)

Room Hire Cost (incl GST): \$ _____

Extra items Cost: \$ _____

Catering Cost \$ _____

Total \$ _____

25% Deposit \$ _____

BOOKING ID: _____

Map and Directions

Western Sydney Skills Hub Address:

Suite 34, Level 3, 410 Church Street, Parramatta

Directions and Parking:

The building is on the corner of Church and Ross Streets. Entrance is via **Church Street**.

By Car - Closest main roads are Victoria Rd and Church Street. No parking is available on site. There is a paid carpark close by, as well as parking metres on the street. On-street parking is free weekdays after 6pm and all day weekends. Follow the parking sign instructions.

By Bus - Metrobus and Hillsbus service this area. T-way bus services to Parramatta Station. There is a FREE shuttle bus that runs from Parramatta Station every 10mins that stops close to our front entrance (Church Street North stop).

By Train - 15min walk from Parramatta station. Or you can take the FREE Shuttle bus that runs every 10min and stops close our front entrance (Church Street North stop).

Any questions or concerns? Call us on 9687 2072 (Bus. hrs)

