

Conference Pack

Dear Valued Customer

Thank you for enquiring about Karitane Function and Conference Centre. Enclosed is our conference packs, containing information about rooms, equipment and catering packages to meet all your conferencing and events needs.

Built in 2007, the Karitane Conference and Function Centre offer a choice of meeting rooms and conference facilities. The centre located in South Western Sydney, is easily accessible by public transport and has plenty of on-site free parking.

We cater for conferences, training groups and seminars with up to 150 participants. The centre is fully equipped with state of the art audio visual equipment and is wheelchair friendly.

The centre offers a choice of four rooms that are all positioned around a spacious foyer and two outdoor courtyards. The conference and function centre is self contained with a kitchen, coffee and tea facilities, a separate entrance and toilets.

For enquiries, please contact Karitane Conference & Function Centre +621 2 9794 2383 or enquirieskfc@sswahs.nsw.gov.au and don't forget to arrange a free guide tour of facilities.

If you would like to proceed with the bookings, please fill in the venue application form on page 10-13.

We look forward to hosting your events.
Kind regards

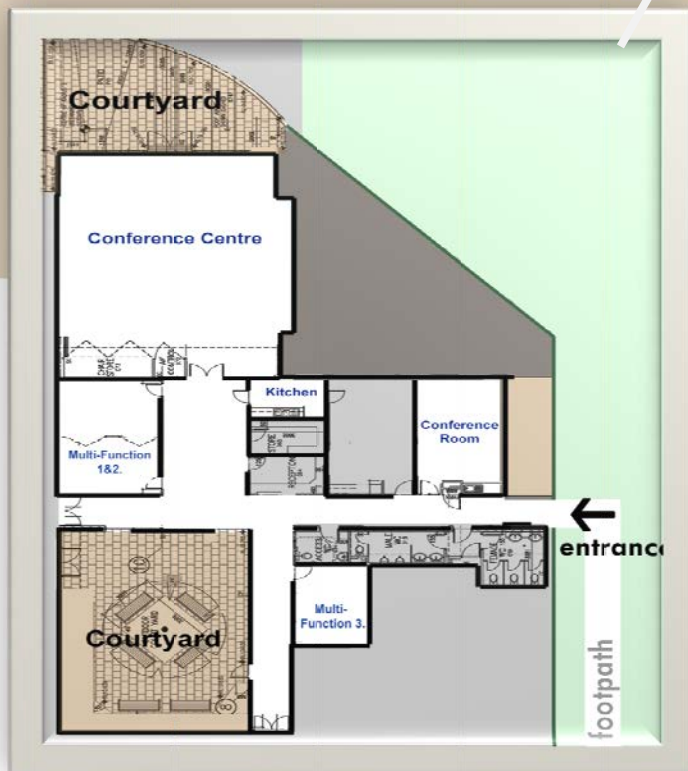
Monday, Tuesday & Wednesday
Ph 02 9794 2300 | | Fax 02 9794 2323

0417 841 692 | PO Box 241, Villawood 2163
E enquirieskfc@sswahs.nsw.gov.au
W www.karitane.com.au



Karitane Site and Centre Map

GPS Location: 138-150 The Horsley Drive, Carramar



Transport

For all public transport please contact 131 500 or visit 131500.com.au

- City Rail For timetable and more information please visit: www.cityrail.info
- Buses : For timetable and more information please visit: www.cdcbus.com.au
- Taxis have their own taxi ranks in Sydney or can be hailed from the street. From 10pm to 6am higher tariffs apply. Find out more about taxis please visit www.taxiscombined.com.au or contact them on phone 133 300.

Conference Rooms

Room Type

MJ Goot Conference Centre

Description

The conference centre is a fully equipped lecture theatre with a capacity to seat up to 150 participants' theatre style. This room is completely sound proof with a stunning acoustic wall. The architecturally designed glass wall spanning one side of the room provides a well lit, pleasant environment is fully curtained to enable the room to be darkened during presentations.

Audio visual equipment

- Lectern with user friendly touch screen operation
- Ceiling mounted data projector
- Surround sound audio system
- Video camera/recorder
- On site computer available if required
- Laptop input
- DVD
- CD
- Video player
- TV/radio tuner
- Document camera
- Internet access
- Handheld microphones
- Lapel microphones
- Portable and wall mounted white boards
- Variable lighting states for presentations, spotlights or discussions.

Conference Room

This small lecture room is ideal for smaller groups; it has a capacity of up to 25 people theatre style. This room has a self contained kitchenette and is fully equipped with audio visual equipment including:

- Ceiling mounted data projector
- On site computer available if required
- Laptop input
- DVD/ CD
- Video player
- Document camera
- Internet access
- Portable and wall mounted white boards.

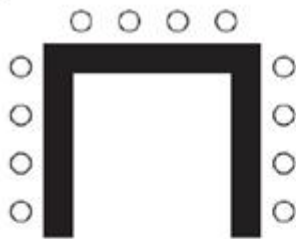
Multi-function Rooms

Two available each with a capacity of 10-15 people theatre style. These rooms are ideal for meetings or small group education sessions. Two of these rooms can be combined to make a larger room. Each of these rooms has wall mounted white boards and portable data projectors, laptop, document cameras, TV DVD/ Video and other audio visual equipment is available for use in these rooms.

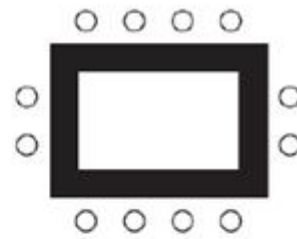
Conference Room Set Up

Rooms	Size (sqm)	Theatre	Classroom	U-Shape	Boardroom	Banquet
MJ Coot Conference Centre	145	150	75	50	50	100
Conference Room	31	25	10	14	14	n/a
Multifunction Room 1*	16.5	15	n/a	n/a	10	n/a
Multifunction Room 2*	16.5	15	n/a	n/a	10	n/a
*Combine Multifunction Room 1 & 2	33	25	n/a	n/a	20	n/a

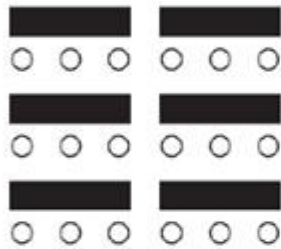
U-Shape with Tables



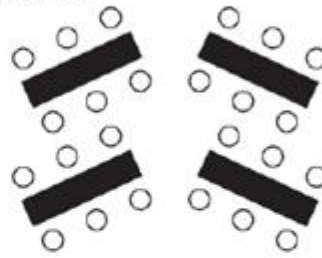
Boardroom



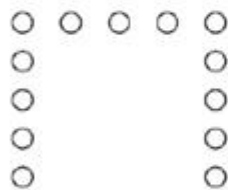
Classroom



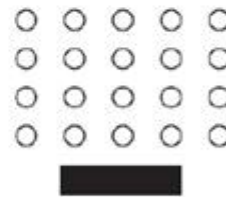
Herringbone



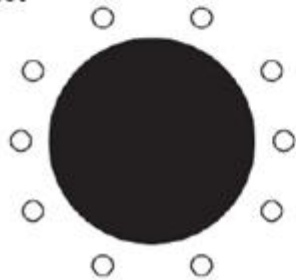
U-Shape without Tables



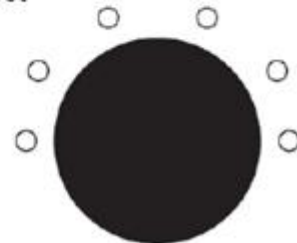
Theatre



Banquet



Cabaret



Menu and Catering Packages



Karitane

Conference & Function
Centre

Corner of The Horsley
Drive & Mitchell Street

Carramar

P 02 9794 2383

F 02 9794 2323

E: enquirieskfcf@sswahs.nsw.gov.au

karitane.com.au

LUNCH MENU 1

\$12.50pp+GST

Assorted Gourmet Sandwiches
Seasonal Fruit Platter or Cake
Freshly Brewed Coffee & Tea
Orange & Apple Juice

LUNCH MENU 2

\$13.50pp+GST

Assorted Mini Rolls, Sandwiches & Wraps Platter
Seasonal Fruit Platter or Cake
Freshly Brewed Coffee & Tea
Orange & Apple Juice

LUNCH MENU 3

\$14.50pp+GST

Assorted Wraps Platter
Seasonal Fruit Platter or Cake
Freshly Brewed Coffee & Tea
Orange & Apple Juice

LUNCH MENU 4

\$15.50pp+GST

Turkish Bread Platter or Foccacia Bread Platter
Fruit Platter or Gateau
Freshly Brewed Coffee & Tea
Orange & Apple Juice

LUNCH MENU 5

\$16.50pp+GST

Assorted Gourmet Sandwiches or Assorted Mini Rolls,
Sandwiches & Wraps
Fruit Platter or Gateau
Freshly Brewed Coffee & Tea
Orange & Apple Juice

Please note: Cancellation must be made 72 hours prior to the event or the full cost of the venue hire and catering will be incurred. These prices have changed since May 2011.

Menu and Catering Packages



Karitane

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Snack Menu 1 **\$2.00pp+GST**

Freshly Brewed Coffee & Tea

Snack Menu 2 **\$2.50pp+GST**

Freshly Brewed Coffee & Tea
Served with assorted biscuits

Snack Menu 3 **\$3.00pp+GST**

Fresh Fruits in Season- Basket of Fresh Fruit including
Apples, Oranges , Bananas and Pears
Fresh Orange & Apple Juice

Snack Menu 4 **\$4.00pp+GST**

Freshly Brewed Coffee & Tea
Served with Cake (Sara Lee)

Snack Menu 5 **\$5.00pp+GST**

Freshly Brewed Coffee & Tea
Served with Seasonal Fruit Platter

Snack Menu 6 **\$5.50pp+GST**

Freshly Brewed Coffee & Tea
Served with Individual Small Cakes

Snack Menu 7 **\$5.50pp+GST**

Freshly Brewed Coffee & Tea
Served with Fruit & Cheese Platter including Camembert,
Brie and Chive Swirl Cheese

Please note: Cancellation must be made 72 hours prior to the event or the full cost of the venue hire and catering will be incurred. This prices have changed since May 2011.

Terms and Conditions of Venue Hire

Access	Entrance to the conference and education centre will be through the main Karitane foyer in business hours for smaller groups. Groups over 50 and out of hours will enter via the afterhours entrance along the right hand side of the building between Karitane and the Community health building.
After hours	If hiring the venue out of normal working hours the hirer must turn off all lights and equipment and ensure the building has been locked prior to departure.
Agreed use	The hirer agrees to use the venue only for the purpose outlined when booking. The hirer will ensure the function is conducted in a proper, orderly and lawful manner.
Alterations	Alteration or additions to the building must not be made. No nails, screws, adhesives, or fasteners may be driven into or attached to the walls, doors, glass, floors, furniture, fittings or equipment in the venue.
Audio/Visual	Audio/visual equipment is installed in the conference and function centre. The hirer will be responsible for any damage, to the audio/visual equipment during use.
Bookings	To place a bookings contact the Karitane on 02 9794 2300 or email enquirieskfc@sswahs.nsw.gov.au . Once a 10% deposit has been paid the booking will be confirmed. Karitane reserves the right to refuse any booking.
Cancellations	An administration fee of 25% may be charged if a confirmed booking is cancelled with less than 7 days notice. Bookings cancelled with less than 72 hours notice will incur the full cost of venue hire and catering.
Catering	Karitane does provide catering services for functions and orders need to be submit 7 days prior to the events via fax 02 9794 2323 or email enquirieskfc@sswahs.nsw.gov.au Due to food safety regulations all catering at the conference and function centre must be provided by Karitane.
Cleaning	It is the responsibility of the hirer to leave the venue clean and tidy after use. The cost of general cleaning is included in the venue hire charge. The hirer will be responsible for any additional cleaning required. Rice or confetti is not allowed on the premises.
Contact us	Booking and all enquiries are to be directed to the Karitane education secretaries on 02 97942300 or email enquirieskfc@sswahs.nsw.gov.au . For any emergency please contact Maha Gorgeios, Events Coordinator 0417 841 692.
Damages	The hirer will be responsible for any breakages or damages to Karitane property during the event.
Disclaimer	If the venue becomes unavailable through circumstances beyond the control of Karitane, Karitane will not be liable for any loss or damage to the hirer as a result of the unavailability.
Fire	The hirer shall take all reasonable precautions against fire during the function. Smoke machines, candles, gas cylinders, explosive devices or any item with a naked flame are not permitted on Karitane premises.
Indemnity	The hirer agrees to indemnity and keep indemnified Karitane against any action claim

or demand whatsoever that arises as a result of the function. The hirer indemnifies Karitane for the loss or damage of any of the hirers equipment property or personal belongings.

Insurance	The hirer shall arrange public liability insurance for the hire period for all actions, costs, claims, damages, charges and expenses that may be brought against Karitane or the hirer. OR the hirer agrees to indemnify Karitane from any loss, damages or claim.
OH&S	The hirer is responsible for compliance with the Occupational Health and Safety Act, 1986.
Parking	Limited parking is available in the Karitane car parks. Karitane accepts no liability for cars parked in the Karitane car parks.
Payment	An invoice will be forwarded to you as soon as your booking has been confirmed. Payment is to be made 7 days prior to the function.
Security	Security requirements will be determined by Karitane taking into consideration the scope and timing of your function. The hirer will agree to pay for any additional security required. Karitane reserves the right to eject any person from the premises for inappropriate behaviour.
Security Cameras	Security cameras are in use for surveillance of Karitane grounds and buildings.
Signage	All signage requirements including size, method of display and location are to be agreed by Karitane.
Smoking	Karitane is a NSW Health Department Facility and is a smoke free zone. Smoking is not permitted in the buildings or grounds of Karitane.
Sound	Karitane reserves the right to control sound levels of your function.
Waste	General waste may be placed in the bins provided. The hirer is responsible for removing excessive waste and empty bottles from the venue.

I have read the above terms and conditions and understand that they form part of my contract with Karitane for the use of the Karitane Conference and Function Centre.

Signature _____ Name _____ Date _____

Company Name _____ Contact No _____ Function Date _____

Address _____

Venue Hire Application

ABN 25 000 018 842

PERSONAL DETAILS

Title: _____ Last Name: _____ First Name: _____

Company name: _____ Department: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____ Postal Address: _____

EVENT DETAILS

Event Name: _____

Event Preferred Date/s: _____ Start Time*: _____ End Time*: _____

Event Description: _____ No. of Guest Expected: _____

**Please note any events held after hours will need managerial approval.*

Room Selection

- MJ Coot Conference Centre (max. 150)
- Conference Room (max. 20)
- Multifunction Room 1** (max. 15)
- Multifunction Room 2** (max. 15)
- **Combine Room 1 & 2 (max. 25)

Event Type

- Conference
- Exhibition
- Meeting
- Training
- Workshop

Maximum capacity is calculated on Theatre room layout. If the event is intended to take place outdoors, please indicate the specific vicinity on the relevant campus/site map.

LAYOUT AND EQUIPMENT REQUIREMENTS

Layout

- U- Shape
 - Without tables
- Boardroom
- Classroom
- Herringbone
- Theatre
- Banquet
 - Without tables
- Cabaret

Audio Visual Equipment

- DVD/CD/ Video player
- Data projector
- Laptop
- Document camera
- Internet access
- White board/Printable
- Microphones (2 cordless micro)
- Video camera/ recording (extra cost incurred)
- Video and teleconferencing

Catering

Details of Karitane's menu options and prices are attached*.

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Arrival
Menu:
Service Time:
Number of guests:
Special requirements: | <input type="checkbox"/> Morning Tea
Menu:
Service Time:
Number of guests:
Special requirements: | <input type="checkbox"/> Lunch (or Evenings)
Menu:
Service Time:
Number of guests:
Special requirements: | <input type="checkbox"/> Afternoon Tea
Menu:
Service Time:
Number of guests:
Special requirements: |
|--|--|--|--|

**Please note the use of external caterers are submitted to terms & conditions and approval apply.*

HOUSE KEEPING ITEMS

Potential Risk/Hazard Identification and Management

Event organisers will need to undertake appropriate risk/hazard identification and assessment practices for each activity listed and then be able to demonstrate appropriate risk management controls have been implemented to address these issues. Information on the process of risk assessment and control can be found on the SSWAHS OHS Unit website

Should you require further direction or clarification please contact your nearest OHS Unit for advice.

Insurance:

All external hirers of Karitane facilities must be in possession of their own Public Liability insurance.

Has additional Public Liability Insurance (separate to the Karitane's Insurance Policy) been obtained in regard to this Event and/or associated activities detailed on this permit application?

No

Yes, please list those activities for which additional insurance has been obtained.

Copies of the Confirmation of Insurance Cover / Certificate of Currency must be supplied. The Certificate of Currency can be found at: http://intranet.sswahs.nsw.gov.au/Forms/cert_currency.pdf

Security Requirements:

Afterhour's access to the Karitane facilities will require a minimum of 1 security staff and additional costs.

Additional security staff required for the event? Yes No

Are there dignitaries attending the function? Yes No

EVENT ORGANISER DECLARATION:

I/We, the undersigned, have read the Venue Hire Application – Guidelines and are aware of our responsibilities, obligations and liabilities in regard to the organisation of the above detailed event.

I/we declare that the information I/we have submitted in regard to the event is accurate at the time of signing this declaration.

I/we agree to reimburse the Karitane for any damage to, or loss of equipment, resources and facilities that arise as a result of this event.

Signature _____ Date: _____

Karitane's Events Checklist

Item	Delegation	Status	Completion Date and Comments
Idea generation Theme, aims and goals Budget			
Invitation and Program Design layout Speaker Dignitaries Proceedings Print programs			
Equipment DVD/CD/ Video player Data projector Laptop Document camera Internet access White board PA system Lectern and Easel Power board Extension cord Batteries Registration table and guest book			
OH&S Risk assessment Certificate of currency Emergency evacuation First Aid officers Security and parking			
Catering Menu options Numbers Logistics Special dietary requirements			
Furniture Hire Table Cloths Logistics Invoice			
Security Bill 9707 1272 Parking Notification			
Media Announcement Who, What, Where, Purpose and Interesting Items?			
Signage Registration Event Title Pull up banners Reserved Seats Hazard signs			
Decorations Flowers Red Ribbon			
Event Kit Scissors, Sticky Tape, Safety Pins Elastic Bands, Pens, Velcro			
Post Event Evaluation Finalise Budget and Invoice			

User Guide for MJ Goot Conference AV Equipment

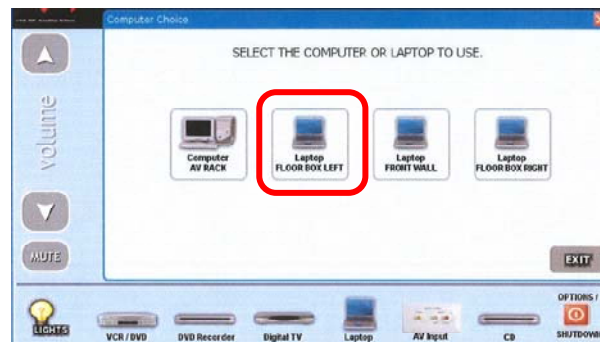
Operating the Lights



- On- all lights turn on.
 - 75%- all lights and only two spotlights (appropriate for presentations)
 - 25%- four spotlights and no other lights on
 - Off- all light switched off.
 - Video- On one spotlight on and front lights are deemed.
 - Spotlights- not functioning.
 - There are two light sources. One located on the wall at the entrance of the conference centre and another on the Keypad (located on lectern). Please use the lights source on the Keypad.
- If you have any technical problems please contact Maha on 0417 841 692 or 9794 2300.*

Operating the Laptop

- Place your laptop on table adjacent to the lectern.
- Switch ON the laptop and plug in the laptop charger, data projector cable, intranet cord (yellow) and audio cable. If
- On the Keypad (located on lectern) select the "Laptop" source and click on the "Laptop FLOOR BOX LEFT" icon.



- The projector will automatically turn on and controls relevant to the laptop are displayed i.e. desktop will appear on projector screen.
- To launch presentation, select the presentation and it will automatically display. If the PowerPoint is not displayed. Press Ctrl and F4 or F7.

If you have any technical problems please contact Maha on 0417 841 692 or 9794 2300.

VCR/DVD/CD

- Contact Maha on 0417 841 692 or 9794 2300 to open control room to access consoles.
- Press **△** (Open/ Close), and place a DVD, VCR Cassette or CD.
- Press **△** (Open/ Close) to close the disc tray.
- Press DVD/VCR or CD icon on keypad.



- Press **▶** to start playing your tape.
- Press PAUSE/STEP to still a picture.
- Press **▶** to continue playing your tape.
- Slow motion playback, shuttle:
During playing back or still picture press **◀◀** or **▶▶**. You can reach the following playback speeds.
- Press STOP to end playback. Press EJECT.

***This unit can play Audio CDs, MP3/WMA, JPEG or DivX files recorded media. ***

If you have any technical problems please contact Maha on 0417 841 692 or 9794 2300.

DVD Recorder

1. Press DVD Recorder icon on keypad.



2. Press HDD or DVD.

If you want to record to a DVD, please contact Maha on 0417 841 692 or 9794 2300 to open control room to access consoles and insert recordable DVD.

1. Press Δ (Open/ Close), and place a disc on the disc tray. *Recording/playing side facing down and unused DVDs are formatted automatically.*



3. Press Δ (Open/ Close) to close the disc tray.
4. Press "Record" on the keypad to start recording.
When recording stop after 2 hours of continuous recording as the HDD and DVD full.
5. Press PAUSE/STEP to avoid recording unwanted scenes. Press PAUSE/STEP to continue recording.
6. Press STOP to end recording. Press EJECT.
7. Contact Maha on 0417 841 692 or 9794 2300 to retrieve and save the recording.

If you have any technical problems please contact Maha on 0417 841 692 or 9794 2300.

Digital TV and Recording Programme

1. Select the TV channel.



2. Press HDD or DVD. *If you want to record to a DVD, insert recordable DVD.*
3. Press "Record" repeatedly to select the recording mode. *Each time you press the button, the display on the TV screen changes as follow:*

insert diagram

**Available when "Manual Rec. Mode" is set to "on (go to setup)" in the "Recording" setup.*

4. Press \bullet REC. Recording starts. When recording to the HDD, recording stops after 12 hours of continuous recording or when the HDD is full. When recording to a DVD, recording stops when the DVD is full.
5. To stop recording Press \blacksquare REC STOP. Note that it may take a few seconds for recorder to stop recording.
6. To pause recording Press II . To restart recording, press the button again.

If you have any technical problems please contact Maha on 0417 841 692 or 9794 2300

Karitane Post Events & Catering Evaluation

Please help us to improve our service and evaluate how successfully the aims of this event were achieved by completing this questionnaire.

If you prefer to remain anonymous please feel free to omit the details below but please complete the remainder of the form- your feedback is important to us and will to improve future events.

Event Title: _____ Function Date: _____
 Last Name: _____ First Name: _____
 Company name: _____
 Phone: _____ Email: _____

How satisfied were you	Very Good	1	2	3	4	5	Very Poor
1. With the booking process							
2. Pre- event organisation							
3. Organisation of the Day							
4. Set up of the Venue							
5. Venue and Facilities							
6. Staff communication with you							
7. Selection of menu							
8. Presentation of food							
9. Service of food and beverage							
10. Quality of food and beverage							
11. Overall event requirements (AV equipment)							

12. If you were not satisfied with any aspect (i.e. you rated 4 or 5 in the grid above), please indicate the reason:

13. If any, what were the main strengths of the event? Which parts of the event were most useful for you?

14. If any, what were the main weaknesses of the event? Which parts of the event were of little or no use to you?

15. What changes or improvement should be made?

16. Do you have any comments or suggestions?

Thank you for taking the time to complete this evaluation form.

Please complete the evaluation and fax back to 02 9794 2323 or email enquirieskcfc@sswahs.nsw.gov.au at your earliest convenience.