



# TOTAL CONFERENCE FACILITIES

Tocal's excellent accommodation, catering, education and meeting facilities make it an ideal venue for conferences, seminars and training. The Campus is located in a tranquil rural setting close to transport hubs and within easy reach of the attractions of the Hunter Valley.

## CONFERENCE, TRAINING AND MEETING FACILITIES

There are a range of conference or seminar rooms on campus, each with a capacity of 50 people. One of these is located at Glendarra 2, offering groups integrated accommodation and conference facilities in the one location. There are also smaller seminar rooms for small-group activities. The needs of larger groups can be serviced by a tiered lecture room with a 100 seat capacity, the EA Hunt Hall (500 seats) and the Tocal Function Centre (110 seats).

Typical conference room facilities include data projector, whiteboard, television and DVD player. Internet access can be provided by arrangement in the computer classroom and select training rooms.

2020	Capacity	Data projector	Screen	Wi-Fi	A/C	Kitchenette	Price (\$)
Glendarra 2 conference room	100* 30^	Y	Y	Y	Y	Y	84
McFarlane Court conference room	50* 25^	Y	Y	Y	Y	Y	52
North Court conference rooms	50* + 25^	Y	Y		Y	Y	52
Tocal Court conference room	20		Y			Y	52
Crawford Court tiered lecture theatre	95*	Y	Y		Y		52
Staff Amenities room	25	Y	Y	Y	Y	Y	52
Interview room	5#			Y	Y	Y	37
Lecture rooms	When available		Y				37
EA Hunt Hall	300 -500		Y				316
EA Hunt Hall kitchen							210
Chapel	200						526

Conference facilities open from 8.30am – 4.30pm unless alternate arrangements have been made before arrival.

\* Theatre Style

^ U shape

+ 2 rooms open up to form one large room if required

# Video conference facilities

Note: Rooms booked for multiple days will be charged as a one-off fee, provided the room does not require extra cleaning each day.

Please return furniture to its original position when leaving.

## ACCOMMODATION

Tocal has motel-style accommodation in up to 27 en-suite rooms, which can either accommodate triple share or a queen bed and bunk beds for families. Cottage/shared accommodation is available for large groups, and 90 single student rooms with shared bathrooms are also available during College holiday periods. Phone for details.

## CONTACT

Tocal Agricultural Centre  
815 Tocal Rd, PATERSON NSW 2421  
GPS: 151° 35'32" E, 32° 38'00" S  
Phone: 1800 025 520  
Fax: 02 49385549  
Web: [www.tocal.com](http://www.tocal.com)  
Email: [tocal.bookings@dpi.nsw.gov.au](mailto:tocal.bookings@dpi.nsw.gov.au)

## TERMS AND CONDITIONS OF CONFERENCE FACILITIES AT CB ALEXANDER CAMPUS, TOTAL COLLEGE, PATERSON

### 1. DEFINITIONS

"Booking" means the period for that you have paid to hire the Facilities.

"Facilities" means the Conference Rooms at Glendarra 2, MacFarlane Court, North Court & Tocal Court; the Lecture Rooms & Theatre within Crawford Court, the Chapel and Hunt Hall, as well as all their fixtures, fittings and equipment.

"Management" means the managers of the Facilities.

"Group Leader" means the designated person who is facilitating the event and who will be in attendance for the duration of the booking.

"Participants" means the persons who attend an event at the Facilities during the Booking.

### 2. GENERAL CONDITIONS

The Facilities are available to both tenants of Tocal College and external companies. Bookings are available for seminars, workshops, meetings and functions for business or social groups.

Social functions, music, entertainment, decoration or signage must be approved by facility staff before the booking date.

### 3. ACCEPTANCE & RESPONSIBILITY

Payment of the Deposit constitutes acceptance of these Terms and Conditions.

### 4. CHECK IN/ OUT

Facilities are open between 8.00 am – 5.00 pm. Functions held outside these times may be possible by special arrangement with Management.

Early arrival & late departure is subject to prior arrangement and availability.

You must notify Management of expected arrival time and a mobile contact number at least 7 days before arrival.

Check-in/check-out procedure will be as follows:

- Facilities: Group Leaders must sign in at Tocal College Reception from 8.30 am and sign out when leaving. Participants can go directly to the booked facility room.
- Reception hours: Monday – Friday 8.30am – 4.30pm.
- For late arrivals, weekends and public holidays contact the Duty Officer on 0428 973372. Duty Officers will allocate keys from reception, unless special arrangements have been made before arrival.

## 5. PAYMENT

A deposit of 20% is required at the time of booking or within 14 days. Full payment will be encouraged for bookings less than \$200.

Bookings are not confirmed unless deposit or full payment has been received.

Payment in full must be received no later than 14 days (2 weeks) before your arrival.

Payments of the amount due must be received in Australian \$ net of any bank or other transaction charges.

Please ensure payments are made within the specified time limits or the Booking will be cancelled automatically without notice or liability to you.

We accept payment by the following methods: Cash, Visa, MasterCard, bank cheque or money order. Invoices will be issued to existing clients.

Personal cheques will be accepted if received at least 30 days before arrival.

## 6. CANCELLATION OR VARIATION

If you wish to vary or cancel your Booking, please contact us immediately on 02 49 398846.

A **\$15 administration charge** in regard to cancellation fees as stated below will apply

You will be refunded if;

- Cancelled or modified up to 30 days before date of arrival, total price of the booking will be refunded less administration fee
- Cancelled or modified within 14 days, 50% of the booking will be refunded less administration fee
- In the case of no-show, the total price of the booking will be charged

A variation of the Booking that reduces the number of days will be treated as a cancellation of the Booking in respect of those days.

A variation of booking that increases the number of days must be fully paid when the variation is made. Variations cannot be guaranteed and are subject to other bookings in place.

## 7. DAMAGES

You are responsible for damage, breakages, theft and loss from the Facility and any part of it during your booking. You must notify us of this immediately. Management may recover from you repair or replacement cost (at Management's discretion).

Participants are responsible for the security of their personal belongings.

You must not:

- affix any item to any part of the conference room without prior consent of Management
- move any furniture without the approval of the Management

Charges may be incurred for Facilities that have not been deemed to be left in a clean and tidy condition, in a state similar to your arrival. This means all furniture and furnishings must be left in the position they were in when you arrived. For bookings with kitchenette and kitchen facilities, all food must be removed from fridges, all rubbish put in the appropriate bins provided, and crockery and cutlery washed and packed away.

A credit card authorisation must be provided to management upon confirmation of your booking.

## 8. UNAVAILABILITY

If the Facility becomes unavailable for your booking due to unforeseen circumstances (eg. fire, storm, damage, etc) then Management will inform you immediately and endeavour to obtain suitable alternative venue; failing which any moneys paid will be refunded in full.

## 9. PETS

Pets are not allowed.

## 10. CATERING AND KITCHEN FACILITIES

Meals can be provided by Tocal College at an additional charge. Please notify Management at the time booking.

Some Facility rooms include kitchenettes that your group is welcome to use. Please advise Management at the time of booking if you require a kitchenette.

The Hunt Hall has an attached kitchen available for hire and you are welcome to arrange external caterers for your booking — however, this is entirely your responsibility.

You and the caterer will need to ensure that:

- the caterer provides all dinnerware and cutlery, etc as needed for the event
- all catering equipment has a current compliance tag and is marked with the owner's contact name and address
- all people providing catering comply with current workplace health and safety regulations

For bookings with kitchenette and kitchen facilities, all food must be removed from fridges, all rubbish put in the appropriate bins provided, and crockery and cutlery washed and packed away immediately. The Facilities must be left in a clean and tidy condition before departure.

Extra cleaning charges may be incurred should cleaning be deemed *over and above normal* cleaning.

Food and beverages may be taken into rooms set up with tables (**not** for theatre style settings), at your discretion.

## 11. YOUR OTHER RESPONSIBILITIES

You must comply with all applicable rules and all instructions from Management of the Facility concerning health, safety and quiet enjoyment of the facility and the surrounding offices.

The Group Leader must comply with current workplace health and safety regulations as well as knowing their nearest emergency exits and assembly points for the site.

The Group Leader should make these emergency assembly points as well as the Participant's responsibilities and obligations for their time at the Facility as per these Terms and Conditions.

Disturbance to other guests, including excessive noise, is prohibited and may result in termination and eviction without refund and extra charges may be made for security and other expenses.

The Facility should be vacated on time and secured. All windows and doors are to be locked.

Smoking is **not** permitted in the Facility. There are designated smoking spots and Management can advise of these at time of booking.

## 12. PROBLEMS OR COMPLAINTS

In the case of any problem or complaint, you must inform Management at the earliest opportunity so Management has the chance to rectify the situation as quickly and efficiently as possible. You must allow repair/service access to the Facilities during reasonable hours.

For after-hours matters phone the Duty Officer on 0428973372

Any complaint that cannot be resolved locally must be notified in writing to Management before departure from the Facility. Failure to follow this procedure may hinder the ability of Management to rectify the problem.

Management is not responsible for any injuries, illness or accidents that may occur whilst staying at our Facility.

## 13. RATES

Rates are reviewed annually and are applicable from JANUARY 1 in any year.