Purpose of this document

This information pack will assist you in planning your event at Curtin University St Georges Terrace. It provides information on:

- the features of the venue and its intended uses
- available facilities and services
- booking considerations and procedures.

Should you require any additional information, please contact:

Curtin University St Georges Terrace
Email: csgt@curtin.edu.au
Telephone: (08) 9266 5444 or 5203

Explanation of terms used frequently throughout this document

The venue: Curtin University St Georges Terrace, located at 139 St Georges Terrace Perth in the Old Perth Boys School building.

User: the Curtin staff member or area requesting use of the venue.

Venue Manager: Manager, Curtin University St Georges Terrace.

Events Staff: Members of the Curtin Corporate Relations team who assist Users with the planning and organisation of their events.
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ABOUT CURTIN ST GEORGES TCE

A distinctive city presence

Curtin University’s long-term lease of the Old Perth Boys’ School, in the heart of the Perth CBD, provides exciting new opportunities for the University to engage with industry, business and alumni and to showcase its activities to new audiences.

One of the oldest buildings in the city, the historic site has been sensitively adapted for Curtin’s use under the guidance of the National Trust of Australia (WA).

The distinctive venue is an important addition to Curtin’s growing presence in the city, complementing the profiles of the Curtin Graduate School of Business and the Curtin School of Law, both located in Murray Street. All three buildings provide an arresting blend of flexible, modern facilities and heritage architecture.

History and heritage

The Old Perth Boys’ School was built in 1854 and has educational links dating back to the early days of the Swan River Colony. It was one of the earliest purpose-built government school constructed in Perth. The school later housed Perth Technical School, which was renamed Perth Technical College, a predecessor institution to the Western Australian Institute of Technology (WAIT) and Curtin University.

The National Trust of Australia (WA) acquired the Old Perth Boys’ School in 1977 and used it as its headquarters until 1986. It continues to manage the building on behalf of the community and the Government of Western Australia.

Green credentials

The building has been renovated to a high standard of efficiency with a focus on environmental sustainability. High-efficiency LED lighting is used throughout, digital monitoring is used to track energy and water consumption, and waste is carefully managed.

Whadjuk country

The area now known as Perth is important for its association with the Whadjuk Nyungar people, who would often meet to trade and feast in Byerbrup (“the high land above the water”), between the modern-day Perth Convention Centre and Parliament House.
VENUE INFORMATION

Location
Curtin University St George’s Terrace is located at 139 St Georges Terrace, at the entrance to the Brookfield Place commercial precinct. Information on parking is provided on page 7.
Intended Uses of the Building

Curtin University St Georges Terrace is intended to showcase the activities, achievements and aspirations of Curtin by creating a high-profile presence for the University in a prime city location.

The building is open during business hours to the general public to access information on course offerings and other Curtin activities and is staffed accordingly.

It is also available as a venue to Curtin staff to host meetings and events that promote engagement with external stakeholders or that showcase the University to an external audience. This includes prospective students, alumni, business and industry partners, current and prospective partners and the general public.

The venue is not intended to be used for internal Curtin meetings or other events that do not involve external stakeholders. Acceptable uses of the venue include (but are not limited to):
- information events for prospective students (undergraduate and postgraduate)
- alumni meetings and networking events
- meetings and networking events with current and prospective partners
- other events that profile Curtin to an external audience (eg talks and small-group lectures, themed displays, exhibitions, showcasing of student activities and projects).

Hours of Operation

**General public:** the venue is open to the general public from **9:00am to 5:00pm**, Monday to Friday, and operates for most weeks of the year (excluding the Curtin Christmas closedown).

**Curtin staff:** the venue is available from **7:30am until 09:30pm**, Monday to Friday, to host events organised by Curtin staff. It is available on weekends on special request.

The venue may be closed to the general public when events are being hosted during core business hours, if required.

Venue Costs

There is no cost attached to the use of the venue spaces, but the User will be required to pay the cost of furniture hire, set-up and removal, if required, and for catering and other event costs.

Management of the Venue

The Curtin Corporate Relations portfolio, under the direction of the **Vice President, Corporate Relations**, has ultimate responsibility for the management of the venue.

Day-to-day management of the venue is the responsibility of the Venue Manager, Curtin University St Georges Terrace, who oversees staffing and operations, assesses requests for bookings and works with the Corporate Events Officer on site to provide inductions and other support to Users. The skills and support of the larger Corporate Relations team at Bentley are drawn on as required.
Venue Capacity

The high-ceilinged, single-storey heritage building comprises:
- the Main Hall suitable for hosting events for up to 100 people, including lectures, sit-down dinners, cocktail events and exhibitions
- the Boardroom (with kitchen facilities) seating up to 14 people, and
- a mezzanine floor that is used as an office space by Curtin staff (and is not available for hire).

The Boardroom has a glass partition that can be switched from transparent to opaque and a soundproof design to ensure privacy from events in the Main Hall.

There is quite a bit of flexibility in the way the internal spaces can be configured, to accommodate both standing and seated events. Venue playout options illustrating these options are included from page 9 onwards.

Main Hall on ground floor (approximately 105 m² available, including mobile reception area):
- Standing Cocktail - maximum standing capacity 100 pax
- Workshop Layout with Networking – maximum seated capacity 45 pax (tables at 1500mm length)
- Lecture Layout – maximum seated capacity 70 pax
- Lecture Layout with Networking – maximum seated capacity 60 pax
- Formal Dining Long Table – maximum seated 30 pax
- Formal Dining Round Table 1 – maximum seated 50 pax (tables at 1800mm diameter)
- Formal Dining Round Table 2 – maximum seated 56 pax (tables 1600mm diameter).

Users also have the option of using the Boardroom as a food preparation area for events held in the Main Hall.

Boardroom on ground floor
- Maximum capacity 14 pax seated.
- Includes kitchen facilities (see details page 6).

Heating and cooling capacity

The air-conditioning system is designed to heat and cool the building space for a maximum of 48 occupants. Users should be mindful of the timing of the day and seasons when planning events for more than 48 people.

Use of External Space (including photography)

The National Trust has co-operated with the surrounding development so the rear and side of the Old Perth Boys’ School, including the above-ground stage/podium area, is treated as part of Brookfield Place. If Users wish to use these spaces, then arrangements must be made to hire them from Brookfield Multiplex. Permission also needs to obtained from Brookfield to take photographs in these areas. The Venue Manager can provide further information about this.
Observation of Heritage Requirements

The Old Perth Boys’ School building is entered on the State Register of Heritage Places and is protected under The Heritage of Western Australia Act (1990). In state law penalties exist for negligence resulting in damage to heritage elements of the building. Users are not allowed to attach anything to walls or other building surfaces and must ensure that their guests do not behave in a way that could cause damage to the site. More information about this is including in the Booking Application Form.
FACILITIES AND SERVICES

Building Facilities

The venue can accommodate a flexible range of fit-outs and uses (see layout plans page 9). The following facilities are provided for the comfort, convenience and safety of all guests:

- Toilets (separate male and female facilities and a unisex disabled toilet available on Ground Level)
- Air-conditioning/heating (to a maximum capacity of 48 people) and large ceiling fans
- Boardroom/Kitchenette facilities (fridge, microwave, dishwasher, filtered boiling/chilled water, separate hand basin, 3-phase power point, cutlery and crockery for up to 16 pax)
- Exit signs and emergency evacuation signage
- Fire sprinkler system and fire extinguishers
- Disabled access via Brookfield Place entrance.

Event and Meeting Facilities

The building has been fitted out for contemporary use while at the same time honouring its historic character and protecting its heritage value. It incorporates:

- A large, high-definition video wall in the Main Hall that provides a dynamic backdrop to displays and events
- A glass partition between the Main Hall and the Boardroom that can be switched from transparent to opaque for privacy
- Soundproof design in the Boardroom
- Cisco WebEx Teleconferencing facilities
- Wireless internet connection throughout the building

For group presentations, the following audio-visual equipment can be made available:

- Projector and screen
- Lectern and fixed gooseneck microphone
- Two wireless microphones (one hand-held and one with clip)
- Laptop

Events Staff can assist with equipment set-up and operation and, if extra assistance is required, can log a service call to Curtin Information and Technology Services (CITS). If the event is before or after hours, there will be a charge for technical support provided by CITS.

Furniture Set-up

To set up the Main Hall for dining, workshops or cocktail events, the Venue Manager will arrange for the existing furniture to be removed and stored so that alternative furniture, supplied by a hire company, can be brought in. The User will be expected to pay for the removal and replacement of the existing furniture by professional contractors, as well as the additional furniture hire. The venue uses professional furniture removalists who are familiar with the layout of the building and its heritage requirements to ensure that no scratching or other damage is done to the floors or other parts of the building. The timing of the furniture set-up and pack-down for events needs to be negotiated with the Venue Manager to minimise its impact on other activities in the building.
Catering and Alcohol Services

The Boardroom incorporates kitchen facilities and can be used by caterers to heat and arrange food for serving to guests. Information on preferred caterers can be provided by the Venue Manager. Alternatively other caterers with the appropriate licences (liquor and/or public liability) are permitted although it is recommended that an on-site meeting is held to outline the building requirements and limitations at least one week prior to the event.

Self-catering is not permitted.

Curtin has a duty of care to ensure all alcohol served at University functions is done so in a responsible manner. Alcohol can only be served where there is food service provided by a licensed caterer or if an Occasional Liquor Licence is obtained. More information about this is available through the Venue Manager.

Cleaning and Waste Management

The venue will be cleaned before the commencement of the booking and it is the User’s responsibility to leave it clean and presentable at the end of the event and not leave any waste behind. The bins on site are for everyday use only; if food is served, arrangements need to be made with the chosen caterer to bag and remove all waste generated during the course of the event.
ACCESS, SECURITY, TRANSPORT AND PARKING

Venue Access
Access to the venue for meetings and events is via either the South Transept in the Brookfield Place Precinct. This entrance is wheelchair friendly. Or the North Transept from St Georges Terrace.

Building Security
The venue has a high level of security infrastructure including electronic access control, closed circuit television and a video intercom system networked back to Security Operations at the Bentley Campus.

If access to the venue is required before 8am or after 6pm on weekdays, or at any time on the weekend, the User is required to contact the Venue Manager no less than two working days prior to the event so that the necessary access arrangements can be made with Curtin Security staff. Users can use one of the two intercoms located at the entrances to the building (St Georges Terrace entrance and the Brookfield main entrance) to request security staff to open the building remotely.

Where an event is scheduled to finish after 6pm, a member of the Corporate Events Team may need to be present to secure and lock down the building. Where a Corporate Relations staff member is not required to be present to secure and lock down the building then the Applicant is encouraged to ensure that there are at least 2 (two) Curtin staff members from their team available to contact Curtin Security for locking and arming the building.

Personal Security
There are no on-site security staff. The User is responsible for contracting and paying for suitable levels of licensed security, should this be required. If an event is likely to generate security issues, then a Security Management Plan must be provided to the Venue Manager for approval. The Venue Manager may, at their discretion, prescribe additional levels of security.

In an emergency situation, Brookfield Place Security can be contacted on 9428 6279 (24 hours per day, seven days per week).

Public Transport
The venue is a 10-minute walk from the Elizabeth Quay (formally known as Esplanade) Train Station. Information on bus and train routes and timetables can be found on the Transperth website http://www.transperth.wa.gov.au/.

Parking
The venue does not have any dedicated car parking spaces. The closest public car parks are at:

- His Majesty’s, 377 Murray Street
- Citipark (Wilson Parking) 427 Murray Street
- Convention Centre, 21 Mounts Bay Rd and Mitchell Freeway
- Central Park, 152-158 St Georges Terrace.
EVENT BOOKING AND PLANNING

Booking Procedures

All requests for use of the venue must be submitted via the Curtin University St Georges Tce BOOKING FORM and lodged with the Venue Manager via email csgt@curtin.edu.au. Approval will be subject to venue availability and the appropriateness of the event.

The application form includes more specific information about the terms and conditions under which the venue is to be used.

Booking Information

Before requesting a booking, it is important to consider the following questions, as they will need to be addressed in your application:

1. Which Curtin Faculty/Area is responsible for the event?
2. Who will be the contact Curtin staff member?
3. What is the aim and objective of the event? How does it link into the strategic vision of the Venue?
4. What is the total number of guests and, of these, how many are external?
5. What layout configuration is required? (see layout options on page 9)
6. What is the available budget and cost code?
7. Are there any special considerations for the event (attendance of VIPs, dietary needs, weather contingency plans).

Events Assistance

Events Staff are available to provide a venue induction to Users and can assist in the operation of audio-visual equipment, including use of the large video wall in the Main Hall for PowerPoint presentations and video screenings. It is recommended that Users contact the events staff prior to organise a tour of the premises to see the venue first hand and to run through the logistics and requirements of the event.

Planning for VIP Events

If the Curtin Chancellor or Vice-Chancellor, politicians, dignitaries or other VIPs are involved in the event, then it will need to be coordinated through the Corporate Relations events team on the Bentley Campus. For further information please contact:

Anthony Mackaiser
Manager, Corporate Events & Protocol
Anthony.mackaiser@curtin.edu.au
Tel: (08) 9266 1887
VENUE LAYOUT OPTIONS

DAY TIME SET UP – Main Hall

DAY TIME SET UP – Boardroom
STANDING COCKTAIL
WORKSHOP
LECTURE SYTLE
LECTURE STYLE WITH NETWORKING
FORMAL DINING LONG TABLE
FORMAL DINING ROUND TABLES