

Australian Space Discovery Centre Venue Request

Key Event Details

Event Name		Intended audience (school, industry, etc.)	
Preferred date 1		Expected number of attendees	
Preferred date 2		Bump-in / bump-out time	__ : __ - __ : __
Hirer (organisation)		Event start / end time	__ : __ - __ : __
Phone		Name / position	/
ABN (if any)		Email	
Alternate contact	Name:	Phone:	Email:

Description (please provide the initial details of your event for example; background, audience, media involvement, VIP guests likely to attend, audio visual requirements, whether you plan to cater the event)

Run sheet (detail the proposed schedule – attach a separate run sheet if more room is required.)

Time	Description	Responsible person

Event requirements (please indicate which elements are required.)

Note: the Theatrette has a seating capacity of 50; access is available for: one lapel microphone, three hand-held microphones, one lectern and lectern microphone, two projector screens with HDMI input, and Microsoft Teams Video Conferencing capability. Discovery Centre staff may be required on-site to assist, which may incur a fee.

Y	N
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Please check the areas you will require within the ASDC:

Theatrette [] **Gallery** [] **external activation** []

Do you intend to stream you event, or host in hybrid in person / online event (note our theatrette is only compatible with Teams)?

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Does your proposed event run sheet include a Gallery/Centre tour?

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Can you provide promotion materials (images, videos, etc.)?

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Other (provide any details not captured above)

Event Conditions (full details in the Venue Hire Agreement)

- No third-party booking systems of any kind may be used for ticketing unless otherwise explicitly agreed
 - For events with **greater than 20 attendees** – all attendees must register for the event through the Discovery Centre provided TryBooking Portal (or other agreed booking system)
 - For events with **fewer than 20 attendees** – you must provide a guest list at least 24 hours before the event
- Your event must include an ‘Acknowledgement of Country’ or ‘Welcome to Country’ at commencement of the event that acknowledges the *Kuarna* people as the traditional custodians of the Adelaide Plains
- You may not charge a fee to attendees to access the Discovery Centre (and your event) unless express written approval is obtained from the Discover Centre Manager
 - Where guests do incur a fee, the event organiser must inform guests that general entry to as a visitor to the Discovery Centre is free for visitors during regular operating hours
- The organiser must nominate a point of contact to be present for the duration of the event, including bump-in and bump-out
- A finalised run sheet is required within 10 business days of bump-in time
- Conditions of Entry to the Australian Space Discovery Centre must be adhered to by all visitors (available on request)
- Organisers are liable for damage incurred to Discovery Centre property by guests not adhering to Conditions of Entry or otherwise being negligent
- All catering must be organised by the event organisers. The Discovery Centre does not assume responsibility for providing catering or alcohol. Event organisers must inform guests that no food or drink is permitted in the Space Gallery
- Event organisers must provide a liquor licence if alcohol is to be served
- Advice on event cancellations must be provided as soon as practicable with no later than 7 days’ notice except where there are genuine extenuating circumstances
- Approval to host an event at the Discovery Centre is not an endorsement of your organisation by the Australian Space Discovery Centre or the Australian Space Agency
- Australian Space Discovery Centre or Australian Space Agency logos must not be used to advertise your event without express written approval by the Australian Space Agency Communications team
- The Discovery Centre reserves the right to cancel or postpone any event if unable to meet the event requirements or in genuine extenuating circumstances

X

Signed by:
Title, Organisation:

Please email this completed document to: book@discover.space.gov.au

Resources and recommendation (internal use only)

Assessment table: (complete this table and forward to Centre Manager for approval)

Category	Details and/or date completed						
Number of staff required							
Missing information (detail)							
Pricing schema priority							
Areas of Agency alignment	Access to space	Robotics & Automation	Leapfrog R&D	Communications	SSA	Earth observation	PNT
Assessment criteria	Target audience: Education focus: Diversity and inclusion: Other:						

NOTES:

RECOMMENDED BY:

APPROVED BY:

Operations checklist: (complete this table post-decision from Centre Manager)

Item	Details / date	Item	Details / date
Outcome		Hirer notified	
Reasons for outcome			
ASDC Venue Hire Agreement obtained		Instructions provided	
Trybooking generated		Links forwarded	
Calendar event created		Number of staff required	
Staff rostered		Run sheet obtained	
Duty Manager notified		Pre/post-event cleaning	
Payment received		DocHub upload	

Duty Manager checklist: (copy this table into the Operations calendar along with the run sheet and ASDC Venue Request Form .)

	Pre-event			Post-event		
Task	Cleaning by Evolve FM	ASDC equipment set up	Bump-in complete	Cleaning by Evolve FM	ASDC equipment pack down	Bump-out complete
Sign off						

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Version control – this venue request is only valid until June 2023.

Date	Staff	Detail	Version number
21/11/2022	Nate Taylor	Document creation	V1.01
07/03/2023	Nate Taylor	Updated contents	V1.02
30/04/2023	Nate Taylor	Updated contents	V1.03
24/05/2023	Nate Taylor	Updated areas	V1.04

