



# ESU Multimedia Centre Booking Form

*Booking enquiries: weekdays, 10 am - 5 pm*

First Name: ..... Surname: .....

Postal Address: .....

Email: ..... Telephone: .....

Please circle the organisation name/s if you are a member:            ESU            BAC

Are you working for an organisation when using the Multi-Media Centre?  
If so, please provide the organisation's name:

.....

Date requested for Studio Booking: .....

Proposed times:            *Start:* ..... AM / PM            *Finish:* ..... AM/PM

By booking the ESU's Multimedia Centre, I acknowledge, accept and will abide by the conditions set out in the following Multimedia Centre Policy document.

Signed: .....

Date: .....

## OFFICE USE ONLY

Confirmed date and time/s: .....

Fee applicable:    Yes    /    No

Number of whole days: ..... @\$20 = \$.....

Number of 3-hour sessions: ..... @\$10 = \$.....

Total fee owing: \$.....            PAID BY: Card / Cash / Cheque / EFT

Payment received on: ...../...../.....    Receipt details: .....

Venue check after use: .....

Comments: .....

**ESU - MULTIMEDIA CENTRE POLICY**

*Approved by ESU Council on 12 May 2021*

- 1) Staff and members of the English-Speaking Union Victoria Branch (ESU) including Social Members and Affiliated Members have free use of the Multimedia Centre but are required to make a booking.
- 2) Non-Members may use the Multimedia Centre by making a booking and paying the relevant fees.
- 3) The content creator owns their own content and takes full legal responsibility for it.
- 4) It is assumed that the content created is not for profit. If the Multimedia Centre is to be used in a commercial context or to be monetised, then the ESU shall receive a royalty based on a pre-determined agreement by both parties.
- 5) Users and content creators must not bring the ESU into disrepute. This means that the ESU's reputation must be protected.
- 6) Users and content creators must exercise due care whilst using the premises and the equipment that has been provided.
- 7) All damage to the building, furniture or equipment, including computer viruses, hacking, malware that may be downloaded or found, must be reported to the permanent staff member.
- 8) The Centre is normally open on weekdays from 10am to 6 pm, excluding Victorian public holidays. Exceptions may occur if the staff are on leave, and these exceptions will be announced with as much notice as possible.
- 9) Bookings are for either 3-hour sessions or for a full day. Multiple sessions can be booked. Bookings are accepted in order of receipt. The session can be reallocated if no one has arrived within 30 minutes of the start time.
- 10) Booking fees are set by the ESU Council. Fees are for full sessions or part thereof. Fees must be paid at the start of a session.
- 11) If the User or Content Creator is prevented from working because of a power or internet outage, then the fee will be refunded.
- 12) Users and Content Creators will abide by Victorian and Australian legislation, current rules and regulations, this policy, and the ESU's other policies (including the Child Safe, Venue Access and health and safety policies of the ESU).

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- 13) Users and Content Creators are covered by the ESU's insurance policy for any accidental injury, however any injury that is not accidental may not be covered.
- 14) At their own risk, Users and Content Creators may bring their own equipment and materials into the Centre, providing that their equipment is free of viruses and malware.
- 15) Users and Content Creators must note that the stairs to the Multimedia Centre are heritage-listed. They are narrow, steep and lack a handrail. Users and Content Creators must take responsibility for their own safety in using the stairs.
- 16) All care must be taken not to inconvenience our neighbours i.e. by excessive noise, parking etc. Parking on ESU premises is not available unless specific permission is requested and granted.
- 17) Users and Content Creators shall leave the Multimedia Centre clean and tidy and on time. When departing, they must remove all their own equipment and materials.
- 18) The Council is responsible for investigating all breaches of this policy and may penalise the offender.