

# Ridley College Functions Hire



# Ridley Spaces



Ridley has spaces of various sizes and seating capacities that are available for external organisations to hire. Most spaces offer audio visual equipment as part of the hire (data projectors, Windows PCs, sound out, web cams, high-speed internet).

Booking packages for not-for-profit organisations do not include set-up and pack-down of your function by Ridley staff. This is to help reduce your costs for hiring Ridley Facilities. If you would like set-up and pack-down services, this can be arranged with the Function Coordinator at an additional cost.

For corporate organisations set-up and pack-down costs are included in your quote.

Ridley College endeavors to provide a safe and comfortable environment for all of our students, staff and guests. As the Hirer, we ask that you take responsibility for ensuring all members of your group abide by the policies we have implemented for your safety and comfort. We will happily assist with any queries you have.

If you would like to hire the Ridley facilities, please submit a booking request by completing the form on our *Facilities at Ridley* page. Please ensure that you read through the terms and conditions of our room hire.



- ① Dining Room
- ② Chapel
- ③ Cole Room
- ④ Founders Room





- ① Adam
- ② Dining Room & Betteridge (with open dividing operable wall)
- ③ Betteridge
- ④ Babbage
- ⑤ Stanway
- ⑥ College Lounge
- ⑦ College Lounge

# Hire Rates

ROOM OR SPACE NAME	! Refer to density quotient information		NOT FOR PROFIT RATES (1 hr minimum use)	COMMERCIAL RATES	
	ROOM OR SPACE (m <sup>2</sup> )	(PRE-COVID) CAPACITY	PER HOUR	PER HALF DAY (4 hrs)	PER DAY (8 hrs)
Adam	117	60-80	\$ 40	\$ 300	\$ 400
Babbage	45	20	\$ 30	\$ 187.50	\$ 250
Balcony Outdoors	45	50	-	\$ 60	\$ 80
Balcony Room	62.7	35	\$ 30	\$ 187.50	\$ 250
Betteridge	84	50	\$ 30	\$ 187.50	\$ 250
Chapel	121.5	115	\$ 18.50	\$ 112.50	150
Cole Room	40.5	20	\$ 25	\$ 131.25	\$ 175
College Lounge	40.5	30	\$ 20	\$ 131.25	\$ 175
Courtyard Quad	625	300	\$ 30	\$ 187.50	\$ 250
Darling Room	33	35	\$ 30	\$ 187.50	\$ 250
Dining Room	156	200	\$ 50	\$ 375	\$ 500
Founders Room	45	16	\$ 30	\$ 187.50	\$ 250
Library GS1	9.3	8	\$ 15	\$ 93.75	\$ 125
Library GS2	7.5	6	\$ 9	\$ 56.25	\$ 75
Stanway	50.4	20	\$ 30	\$ 187.50	\$ 250

## ! IMPORTANT: DENSITY QUOTIENT INFORMATION

Relevant to your event, please consider a **COVID-19 density quotient as enforced by the state government at the time of your function based on the following definition:**

The **density quotient** limits the **members of the public** that are permitted in a space at any one time to the number calculated by dividing the total publicly accessible space (measured in square metres, m<sup>2</sup>). For example:

$$\frac{\text{Sq meterage (m}^2\text{)}}{\text{X}} = \text{Y}$$

**X** : being the “current permitted” no. of people  
**Y** : no. of people permitted in a space

- for an **indoor space** applies to each single undivided space permitted to operate under these directions; and
- for an **indoor zone** applies to each indoor zone within an indoor space permitted to operate under these directions; and
- for an **outdoor** space, applies to the total space permitted to operate under these directions.

**Note:** the density quotient, also referred to as the ‘square metre rule’ is to be calculated by measuring the area which the members of the public can access, such as the table area in a restaurant, but not the food preparation area or in a store room.

For more information, please [click here](#).

# Room Space & Inclusions

ROOM OR SPACE NAME	! Refer to density quotient information				DESCRIPTION / NOTES
	ROOM OR SPACE (m <sup>2</sup> )	(PRE-COVID) NO. OF CLASSROOM- SEATING WITH DESKS	(PRE-COVID) NO. OF THEATRE-SEATING WITH CHAIRS ONLY	(PRE-COVID) NO. OF SIT DOWN DINNER	
<b>Dining Room</b>	156	-	140	100	Dining room and Betteridge can be used as one large space by opening a dividing operable wall. Both rooms have: <ul style="list-style-type: none"> <li>• PC Windows</li> <li>• Data projectors</li> <li>• Web cams</li> <li>• Audio recording available</li> <li>• Split system air-conditioning and heating</li> <li>• Dining room has microphones, sound-mix board and recording available</li> </ul>
<b>Betteridge</b>	84	48	55	40-60	
<b>Balcony Room</b>	62.7	12	30	20	Balcony and Darling Rooms can be used as one large space by opening a dividing operable wall. Both rooms have: <ul style="list-style-type: none"> <li>• BYO device facilities</li> <li>• LED 65-inch screen, HDMI inputs only, audio in/out</li> <li>• Split system air-conditioning and heating</li> </ul>
<b>Darling Room</b>	33	12			
<b>Adam</b>	117	60	75-80	40-60	<ul style="list-style-type: none"> <li>• 1 x PC Windows</li> <li>• 1 x 85-inch interactive white board with data projector</li> <li>• 1 x LED screen, web cams</li> <li>• Split system air-conditioning and heating</li> </ul>
<b>Babbage</b>	45	21	25	21	<ul style="list-style-type: none"> <li>• 1 x PC Windows</li> <li>• 1 x 85-inch interactive white board with data projector</li> <li>• 1 x 65-inch LED screen, web cam</li> <li>• Split system air-conditioning and heating</li> </ul>
<b>Balcony Outdoors</b>	45	-	-	TBC	<ul style="list-style-type: none"> <li>• Open space overlooking Ridley grounds and Royal Park Golf Course</li> <li>• Seating for 8 people with table</li> <li>• Potential for portable BBQ area</li> </ul>
<b>Chapel</b>	121.5	-	115	-	<ul style="list-style-type: none"> <li>• Pre-arranged seating (pews)</li> <li>• Split system air-conditioning and heating</li> <li>• Data projector, PC Windows, 16 track sound desk, audio system and 6 x room wired microphones</li> <li>• Piano, drum kit</li> <li>• Split system air-conditioning and heating</li> </ul>

# Room Space & Inclusions

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	ROOM OR SPACE (m <sup>2</sup> )	(PRE-COVID) NO. OF CLASSROOM- SEATING WITH DESKS	(PRE-COVID) NO. OF THEATRE-SEATING WITH CHAIRS ONLY	(PRE-COVID) NO. OF SIT DOWN DINNER	
<b>Cole Room</b>	40.5	14	28	14	<ul style="list-style-type: none"> <li>• Meeting room</li> <li>• Split system air-conditioning and heating</li> <li>• Portable 65-inch LED TV (BYO device) to connect</li> </ul>
<b>College Lounge</b>	40.5	25	30	20	<ul style="list-style-type: none"> <li>• Large domestic fridge</li> <li>• 2 x steam convection or grill heating microwaves</li> <li>• Coffee and tea making facilities</li> <li>• Data projector</li> <li>• Split system air-conditioning and heating</li> </ul>
<b>Courtyard Quad</b>	625	-	-	TBC	<ul style="list-style-type: none"> <li>• Capacity to accommodate marquees</li> <li>• BBQ outdoor kitchen</li> </ul>
<b>Founders Room</b>	45	16	-	-	<ul style="list-style-type: none"> <li>• Board room style space with 1 x 85-inch interactive white board with data projector</li> <li>• 1 x 65-inch LED screen</li> <li>• Zoom Logitech Conference camera</li> <li>• Split system air-conditioning and heating</li> <li>• 1 x PC Windows</li> </ul>
<b>Library GS1</b>	9.3	6	8	N/A	<ul style="list-style-type: none"> <li>• Heating and cooling</li> <li>• 1 x LCD 25-inch screen</li> </ul>
<b>Library GS2</b>	7.5	4	6	N/A	<ul style="list-style-type: none"> <li>• Heating and cooling</li> </ul>
<b>Stanway</b>	50.4	21	30	20	<ul style="list-style-type: none"> <li>• 1 x PC Windows</li> <li>• 1 x 85-inch interactive white board with data projector</li> <li>• 1 x 65-inch LED screen, web cam</li> <li>• Split system air-conditioning and heating</li> </ul>





①



②



③



④



⑤



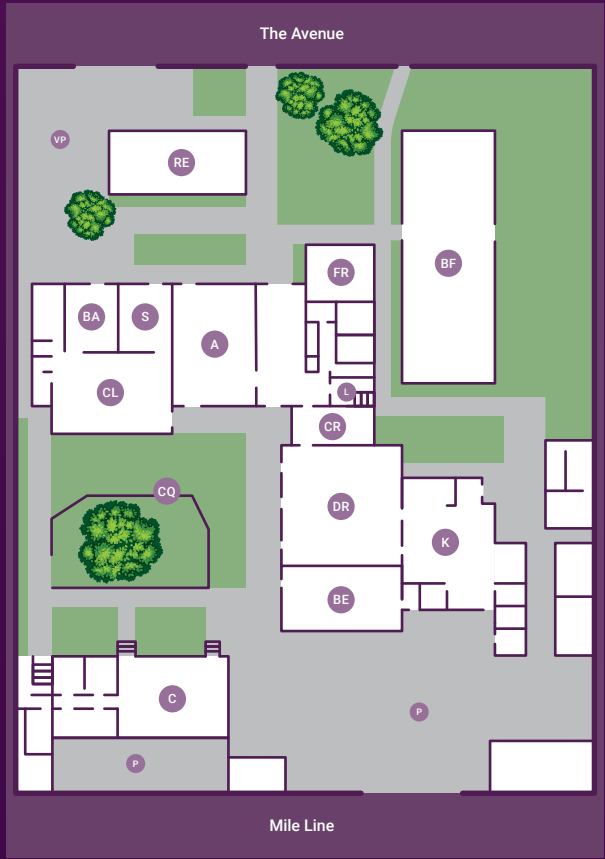
⑥

- ① Leon Morris Library seating area in front of Balcony Room
- ② Library GS2 Study Room
- ③ Balcony Room (with Gravitas Room above)
- ④ Courtyard Quad seating & BBQ areas
- ⑤ Darling Room and Balcony Room (with open dividing operable wall)
- ⑥ Courtyard Quad

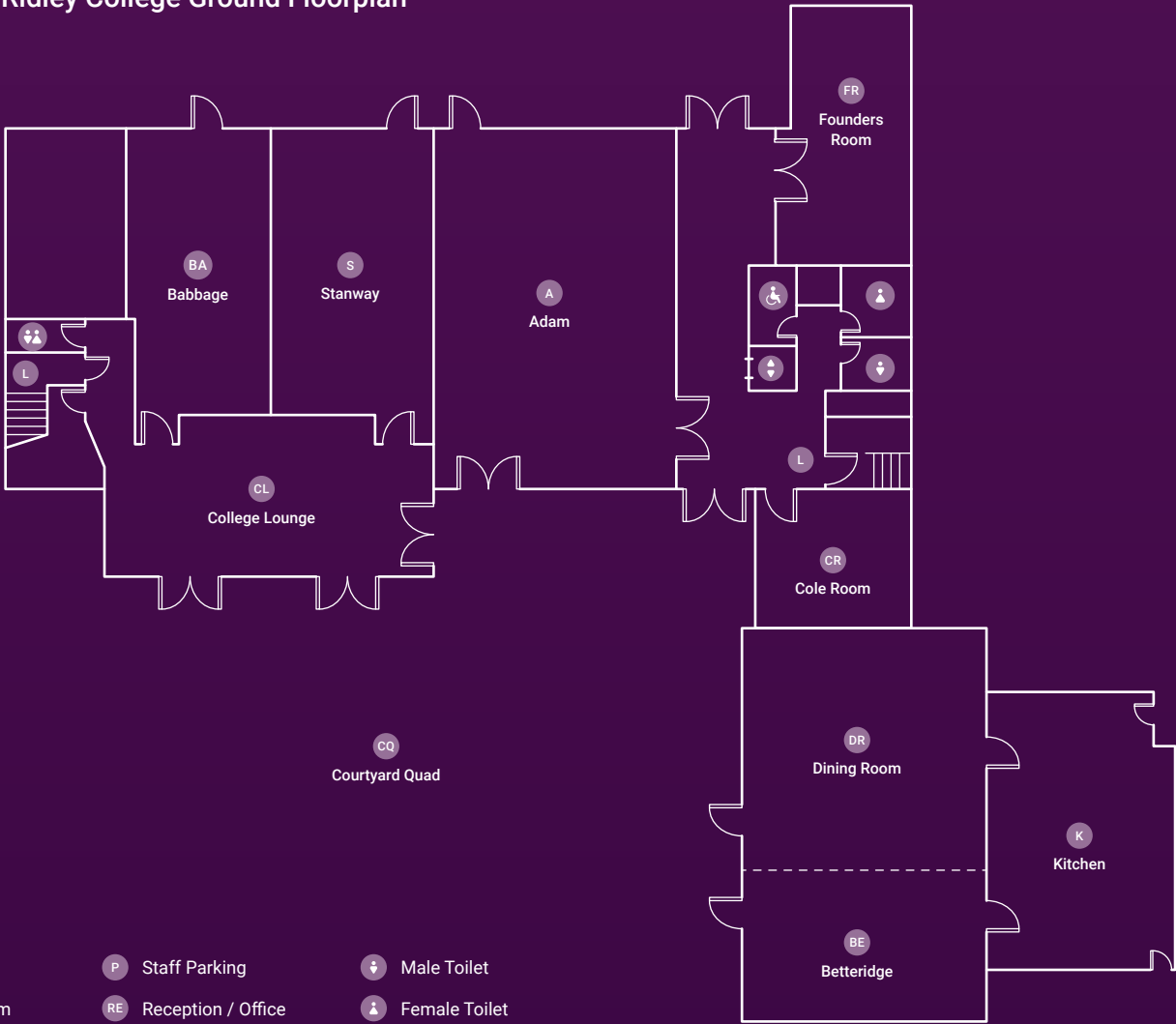


# Ridley College Floor Plans

Ridley College Grounds Map



Ridley College Ground Floorplan

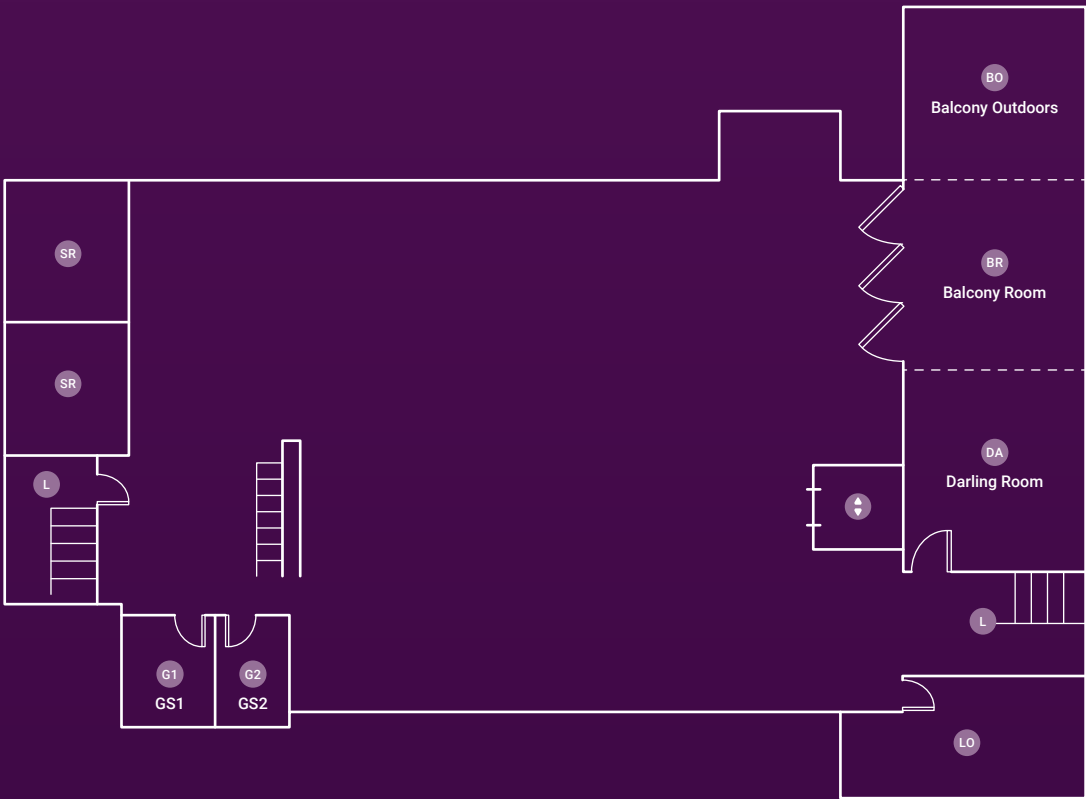


- A Adam
- BA Babbage
- BE Betteridge
- BF Baker Flats
- C Chapel
- CL College Lounge
- CR Cole Room
- CQ Courtyard Quad
- DR Dining Room
- FR Founders Room
- K Kitchen
- L Entrance to Library
- P Staff Parking
- RE Reception / Office
- VP Visitors Parking
- Unisex Toilet
- Male Toilet
- Female Toilet
- Disabled Unisex Toilet
- Lift



# Ridley College Floor Plans

## Ridley College – Leon Morris Library Floorplan



- BO Balcony Outdoors
- BR Balcony Room
- DA Darling Room
- G1 Library GS1 Study Room
- G2 Library GS2 Study Room
- L Entrance to Library
- LO Library Office
- SR Store Room
- Lift



## Contact Us



Ready to make a booking with us?

Please fill out the **Functions Booking Form** and our Functions Coordinator will be in contact.  
If you have additional questions, please email [functions@ridley.edu.au](mailto:functions@ridley.edu.au)





# Catering

Ridley College's on-site caterers, *Hot Dish*, are a reputable catering business.

We are happy to cater for special functions including dinners and other events, POA.

For further information, please contact our Functions Coordinator by emailing [functions@ridley.edu.au](mailto:functions@ridley.edu.au).

## STANDARD PACKAGES — PER PERSON

<b>FULL DAY</b>	<b>\$ 38.50</b>
Includes Morning Tea, Lunch, Afternoon Tea	
<b>HALF DAY</b>	<b>\$ 33.50</b>
Includes Morning Tea and Lunch	



# Terms & Conditions

All users of our facilities must meet the following Terms and Conditions. Ridley reserves the right to cancel any function or booking that, in our opinion, does not satisfy this requirement. Please note that the Terms and Conditions may be subject to change at any time.

## GENERAL CONDITIONS

- Ridley College reserves the right to cancel a booking, with no liability attributable to Ridley or its employees.
- Ridley reserves the right, at its discretion, to exclude any person on reasonable grounds, without liability, from the premises.
- Any form of harassment, abuse or violence will not be tolerated. Guests responsible for such behavior may be asked to leave Ridley without warning.
- The hire rates include GST. The rates do not include the cost/labour to set-up and pack down for not-for-profit organisations. For corporate/commercial businesses, this service is included in the charge.
- All evening functions must cease by 11:30pm and the premises vacated by midnight.
- Dress standards and health regulations require footwear to be worn on the premises at all times.
- Alcohol may be consumed during functions and special meals in moderation. Alcohol must be served in accordance with the *Responsible Serving of Alcohol Act (R.S.A.)*.
- No sporting activities are permitted at Ridley. We suggest that groups take advantage of the nearby Princes Park or Royal Park if they wish to organise sporting activities during a function.
- Ridley College takes no responsibility for personal property or items belonging to the Hirers or guests that are damaged, stolen or left behind at the Ridley property.
- The Hirer and their guests must comply with all policies and rules that apply to the property. The Hirer and their guests must not behave in ways that result in causing a nuisance to adjoining or neighboring premises. Only one warning following a noise complaint will be given. Any further complaints will result in the Hirer and guests being asked to immediately vacate the premises. Hire charges will not be refunded.
- Indemnity: The Hirer will compensate Ridley and its agents against all liability, if the Hirer, or their guests, are responsible for injury, damage or loss to Ridley or its patrons.
  - These conditions are an agreement between the parties. Any infringement permits Ridley or its agent to refuse a key, amend the rental or immediately terminate the hiring agreement.
  - The Hirer is required to pay any legal costs and fees

incurred by Ridley for any legal proceedings that may be required arising out of any breach on the part of a guest of the Terms & Conditions of the facilities.

## CATERING

Ridley College provides onsite catering by Hotdish. Please contact the Functions Coordinator: [functions@ridley.edu.au](mailto:functions@ridley.edu.au) regarding your catering requirements.

## CLEANING

- The Hirer must leave the property in a clean and tidy state and place all rubbish in the bins provided. Charges will apply for the removal of any excess rubbish. If the property is left in an unsatisfactory state cleaning costs will be charged to the Hirer. Should you require assistance in this matter, please make arrangements with Ridley prior to the function.

## BOOKINGS AND PAYMENTS

- Tentative Bookings.** All bookings are tentative pending receipt of confirmation and payment of a deposit. Tentative bookings will be held, without obligation, for a period of thirty (30) days. Once this period has elapsed, the tentative booking will lapse unless confirmed by Ridley and a deposit paid. After 30 days bookings may be re-allocated without further notice.
- Confirmation of Bookings.** The booking will not be confirmed until the deposit is paid and the *Terms and Conditions of Hire Forms* have been signed by the Hirer and received and approved by Ridley.
- Deposits and Payments.** All payments can be made by EFT or credit card (Visa or Mastercard only). A deposit of 50% of the total hire cost is required. The balance of all hire and/or catering fees is payable in full within seven days of the hiring check-in date.
- Security Bond.** Ridley reserves the right to ask for and retain a bond of up to \$1500.00. If additional cleaning is required, or property is damaged, the costs will be deducted from the bond. The bond will be fully refunded if the hired rooms are left in a satisfactory condition. If the premises are left in an unsatisfactory condition and extra costs are incurred in the clean-up/repairs process, Ridley College reserves the right to deduct funds from the credit card provided to pay the hire and/or catering fees.

## DAMAGE TO OR LOSS OF RIDLEY PROPERTY

- Breakages and Damages.** Any damage to Ridley property or losses incurred by Ridley are the responsibility of the Hirer. The Hirer will be responsible for any damage sustained to Ridley property during the function. The Hirer will be charged for any repairs, labour, or replacement of items, as deemed necessary by management.

- Any breakages and losses are to be reported, replaced and paid for in full, including lost keys. If all keys are not returned, Ridley locks will be changed with the costs payable by the Hirer.

## CANCELLATION POLICY

- Cancellation.** Written notification is required if a Hirer cancels a booking. If the cancellation is less than thirty (30) days prior to the booking, a cancellation fee of up to 50% of the total estimated function charge applies.
- Change of Date.** If the Hirer needs to change the date of a booking, Ridley will attempt to accommodate this, subject to availability.

## SURCHARGES

- Agreed Function Times/Time Extension.** The Hirer is responsible for occupying and vacating the rooms within the times scheduled. Utilisation of spaces outside the times quoted will be subject to availability and at the discretion of Ridley College. Venue hire fees and/or labour charges may apply at the discretion of Ridley if functions extend beyond the times agreed to in writing.
- Goods and Services Tax.** The recipient of a supply under a contract shall pay any applicable Goods and Services Tax at the same time as paying for the supply under the contract.

## UNFORESEEN CIRCUMSTANCES

- Unforeseen Circumstances.** If Ridley is unable to comply with any of the provisions of this agreement due to unforeseen circumstances outside of Ridley's control, Ridley reserves the right to cancel the booking and refund any deposit. Management and representatives of Ridley shall not be liable for any loss, damage or injury whatsoever suffered by the Hirer as the result of the unavailability of the function spaces.

## SECURITY

- Function Security.** If it is necessary to employ security staff for the purpose of ensuring security at a function held at Ridley, the cost of employing such staff shall be added to the function charge and payable by the Hirer. Ridley reserves the right to exclude persons, without liability, from any function.
- Key Security.** Keys must not be left unattended at the property. The property must be securely locked, windows closed, and all lights, heaters, fans, etc. turned off upon departure.
- Possessions.** Ridley is not responsible in any way for the safekeeping of guests' belongings. Possessions left by departing guests will be disposed of (provided that the owners cannot be contacted and if no prior arrangements have been made).

- Smoking.** Ridley is a smoke-free venue and smoking is prohibited anywhere on the Ridley grounds. If the property is found to have smoke odours which require extra time for airing and deodorising, this cost will be either deducted from the bond (where applicable) or charged to the Hirer's credit card.

- Drugs.** Consumption of illicit drugs within the campus of Ridley is strictly prohibited.

## FURTHER RESPONSIBILITIES

- Service Details.** For the smooth running of the function, service details are to be finalised no later than seven (7) days prior to the function.
- Animals and Pets.** No pets are allowed; service assistant animals are an exception.
- Adult to Minor Ratio.** Ridley requests that all groups have a ratio of one adult to every ten minors. There must always be an adult on site when minors are at Ridley. Ridley does not take responsibility for the supervision of any underage guests.
- Sewers and Public Toilets.** Guests must not flush any foreign objects, including sanitary items, into the sewer system. Please use bins provided. If guests flush foreign objects into the sewer causing a blockage, the Hirer will be responsible for the plumbing fees to remove the blockage.

## FIRE SAFETY AND SMOKE ALARMS

- Fire Safety.** For reasons of fire safety and personal security, the following are prohibited at Ridley:
  - double adaptors and non-Australian power plugs for electrical devices
  - personal heaters of any kind, e.g. bar radiators, fan heaters, oil heaters.
  - candles\*, incense, or any device that generates a naked flame, fireworks and firearms. \*Candles may be used for decorative purposes but are not to be lit.
- Fire Alarm Activation.** Ridley's fire alarm system is linked to a direct call facility with the Melbourne Fire Brigade (M.F.B.) Two fire trucks attend when the alarms are activated. If the fire alarms are activated by the Hirer or their guests, Ridley will issue an invoice to the Hirer or guest who set off the alarm for the cost of attendance by the Metropolitan Fire Brigade.
- Fire Alarm Procedure.** If the alarm sounds, the Hirer and all guests must immediately proceed across The Avenue and assemble in the park opposite Ridley's main gate. The Hirer and guests must not return to the Ridley property until given permission to do so by an M.F.B. officer or a Ridley College Fire Warden. An evacuation plan is posted in each room.