



TOORAK COLLEGE
Mount Eliza

Toorak College Venue Hire

2017



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Heritage with bay views

Toorak College was first established in 1874 as a boys' school in Toorak and in 1897 the school was converted into an all girls' school. Co-Principals Miss Isabel Hamilton and Miss Robina Hamilton decided to relocate Toorak College to the countryside, however after negotiations with the new site fell through, their plans were abandoned and the school was set to close.

It didn't take long for a passionate group of parents, students and the old girls, to begin an appeal to save the school. Thankfully their efforts paid off and Toorak College Mt Eliza was established.

Toorak College is an independent school. Wardle House is open to boys and girls ELC - Year 4, while our Middle and Senior Years are thriving girls only environments with boarding facilities.

We are located approximately 40km south of Melbourne, Victoria. This location provides for breathtaking bay views from the school grounds, with easy walking distance to the beach and Mt Eliza village.

Toorak College is located at Mount Eliza on the Mornington Peninsula

Mount Eliza is a popular holiday destination that is only 45 mins from the City.

The attractive centre of Mount Eliza is located around one kilometre inland, and features supermarkets, banks and a number of speciality and boutique shops.

Getting to Mount Eliza is easy, regular shuttle bus services are available from Melbourne airport, while train and bus services link Mount Eliza to Melbourne.



Residential Camps

Toorak College's Joan Ansett Hall is a boarding house available for hire during school holidays. It is perfect for groups wanting to organise a camp over a number of days.

We are able to cater for retreats, camps, conferences and events ranging from school or social camps, training days, team workshops, corporate or community events, sporting festivals and more.

Joan Ansett Hall can comfortably accommodate groups and sleeps up to 50 guests during school holiday periods, increasing to 90 guests during January school holidays. There are individual and shared rooms available.

With prior arrangement guests are able to use all onsite facilities along with a full catering service. Our comprehensive list of facilities includes:

- Single and double bedrooms fitted with wardrobes & desks.
- Laundry and bathroom facilities including washers, dryers and drying rooms
- Recreational, kitchenette and lounge areas with TV/DVD
- Formal dining room with open fire place
- Classrooms and teaching facilities
- Multimedia lecture theatre
- Performance spaces including drama centre and dance studio.
- Heated swimming pool and gymnasium
- Sporting facilities include athletics track, sports pitch, tennis courts, squash courts, gym and basketball courts.

Toorak College's stunning location on the Mornington Peninsula, is close by to wineries, day spas, village shopping, beach and outdoor activities, which makes it an ideal base for groups wishing to explore the area.

Please contact us for further details.



Venue Hire

Toorak Caterers can provide catering packages to suit your dietary requirements and event schedule. An example of typical 3 day camp menu is detailed below:

3 days catering as detailed.
2 nights accommodation in a mix of single and twin rooms. BYO bedding.

Use of various venues & facilities throughout the day as agreed.

Cleaning of venues and accommodation common areas.



	Day 1	Day 2	Day 3
Breakfast 8am	Arrive 10am. Bump into accommodation. Use of venues as arranged.	Continental breakfast: selection of cereals, toasts, condiments, yoghurts and fresh fruit platters. Juice, tea, coffee.	Continental breakfast. Plus: full cooked gourmet breakfast. Eggs, bacon, hash browns, tomato, mushrooms.
Lunch 1pm	Platters of rolls and wraps. Fresh fruit platters. Tea, coffee, cordial.	Platters of rolls and wraps. Fresh fruit platters. Tea, coffee, cordial.	Bump out and departure 10.30am
Dinner 6pm	Buffet: Roast beef with Yorkshire puddings, roast vegetable medley and gravy. Pavlova with berries & cream. Tea, coffee, cordial.	Buffet: Lamb & mushroom cobbler with herbed scones, served w/garden salad. Sticky date pudding. Tea, coffee, cordial.	\$250p/person *Add \$50 p/person for supply of bedding. Some venues may attract additional hire fees. Eg: swimming pool. Minimum 25 people.

Corporate Events

Toorak College's grounds are sure to offer you a location, venue and package that is perfect for your next conference, event, meeting or convention. With a variety of rooms, halls and lecture theatre you are sure to find the perfect venue to meet your requirements.

Also available are state of the art music, performance and sporting facilities, ideal for group activities and team building.

Toorak Caterers will provide you with a variety of catering packages to choose from and will work with you to customize your own menu to ensure that all of your special requirements will be covered. Packages are based on a minimum of 25 guests.

Toorak College's stunning location on the Mornington Peninsula, is close by to wineries, day spas, village shopping, beach and outdoor activities, which makes it ideal for conferences.

Toorak College can tailor your next corporate event to suit your needs and you can be sure it will be one to impress.

Please contact us for further details.

Bardon House Lecture Theatre



The Bardon House Lecture Theatre is perfect for presentations and conferences.

- Multi-media presentation facilities
- Conference registration desk and large reception foyer
- 3 Breakout rooms each with seating for 20, TV/video and computer display & whiteboard
- 2 rooms can be linked for larger groups
- Networked lounge with seating for 100, including tea and coffee facilities
- Heated and air-conditioned
- Capacity: 100 (seated) people

Cost: \$67 per hour (2 hour minimum) or \$400 for a full day including GST

Venue Hire

Mary Herring Hall



Mary Herring Hall is located in the Senior School with easy access parking available.

- Large stage area, balcony seating and large foyer
- Full lectern audio mixer and projection facility, technician available at an additional cost
- Heated and air-conditioned
- Capacity: 550 (seated) Functions: 180 (seated) / 400 (standing)
- AV technician available for \$55 per hour (2 hour minimum)

Cost: \$400 including GST

The Norman Carson Library



The Norman Carson Library is a state of the art library space located in our Senior School.

- Modern light filled room which can be sectioned off from library
- Ideal for presentations and workshops
- Projector screen available
- Heated and air-conditioned
- Capacity: 120 approximately

Cost: \$67 per hour (2 hour minimum) or \$400 for a full day including GST

The Drawing Room



The Drawing Room is a charming room ideal for corporate functions.

- This versatile room leads directly onto the stunning Cloisters area.
- Provides lovely views out onto the gardens
- Heating is available
- Lights can be dimmed
- Capacity: 30 (seated) or 70 (standing)

Cost: \$67 per hour (2 hour Minimum) or \$400 for a full day including GST

Sporting Facilities

Toorak College offers a variety of sporting facilities suitable for hire for individuals, sporting clubs, team-building conferences, or one off sporting events. Hire can be arranged as a seasonal or casual bookings.

Spaces available include tennis courts, squash courts, gymnasium, netball court, playing fields, athletics track, sports pitch, swimming pool and diving pool

Our sporting facilities are well maintained and there is easy onsite parking.

Please contact us for further details.

Gymnasium



This indoor facility is located in the Marjorie Williams Centre.

- Exhibition facility for associations requiring a large display area
- Substantial foyer and hallway can be used for displays
- Kitchenette available by request.

Cost: \$45 per hour or \$360 full day including GST

Athletics Track



The athletics track is located on the Jean Robinson Oval.

- 6 Lanes

Cost: \$90 per hour or \$550 full day including GST (6 hours)

Tennis Courts



Three outdoor tennis courts are available for hire

- Secure parking available

Cost: \$370 per season or \$15 per hour including GST

Venue Hire

Sports Pitch



The sports pitch is located on the Jean Robinson Oval

- suitable for Hockey and Soccer
- lighting available

Cost: \$105 per hour or
\$135 per hour with lighting
including GST

Playing Fields



The upper and lower playing fields are located between the Senior School and Wardle House.

- Upper playing field available with soccer nets
- Lower synthetic playing field available with goal posts

Cost: \$40 per hour per field
including GST

Outdoor Basketball Court



The outdoor basketball court is located next to the lower playing field.

Cost: \$37 per hour including GST

Sporting Facilities

Squash Courts



The squash courts are located in the Marjorie Williams Centre.

- 2 courts are available
- Toughened glass back wall for observing games

Cost: \$15 per hour per court including GST

Swimming Pool



The swimming pool is located between Marjorie Williams Centre and Bardon House.

- 25 metre heated pool
- Lane dividers provided
- Shade sails for spectators
- Available Terms 1,2 & 4 only

Cost: \$60 per hour including GST (minimum 2 hours)

Diving Pool



The diving pool is located between Marjorie Williams Centre and Bardon House

- 1 metre and 3 metre diving boards
- Available Terms 1,2 & 4 only

Cost: \$60 per hour including GST (minimum 2 hours)

The Chapel

Toorak College can accommodate for all your Wedding and Christening requirements with our onsite Chapel and reception facilities.

Packages can include:

- ceremony
- floral arrangements
- catering
- photography
- Master of Ceremony

Packages are based on a minimum of 25 guests.

Please contact us for further details.



The Toorak College Chapel was built in 1975 and is surrounded by a garden setting.

- Sound system is available
- Heating is available
- Ample parking
- Capacity: 80 (seated)

Cost: \$400 including GST

Performance Space

If you are looking for a venue for your next concert or performance, Toorak College can offer a variety of performance spaces.

Utilise our state of the art Music Centre, with its indoor and outdoor modern atmosphere.

MacLean Hall offers elevated staging and polished floors and is perfect for an intimate audience for up to 150 people.

Mary Herring Hall is a larger venue with an elevated stage, auditorium style tiered seating for up to 600 people, with lighting and sound facilities.

Located In the Marjorie Williams Centre are the Drama and Dance Studios.

These locations make exciting venues for solo recitals, musical performances, dance recitals and theatre performances.

Please contact us for further details.

Music Centre



- Indoor / Outdoor performance space
- Stage area can be set up as required
- Modern atmosphere and facilities
- Heated and air-conditioned
- Capacity: approximately 150 seated with staging area (variable)

Cost: \$585 including GST

MacLean Hall



MacLean Hall is located in Wardle House.

- Elevated platform for stage
- Polished hardwood floors
- Heated and air-conditioned
- Capacity: 150

Cost: \$400 including GST

Venue Hire

Mary Herring Hall



Mary Herring Hall is located in the Senior School with easy access parking available.

- Large stage area, balcony seating and large foyer
- Full lectern audio mixer and projection facility, technician available at an additional cost
- Heated and air-conditioned
- Capacity: 550 (seated) Functions: 180 (seated) / 400 (standing)
- AV technician available for \$55 per hour (2 hour minimum)

Cost: \$400 including GST

Drama Studio (D4)



Designed specifically for small in-house drama and dance productions.

- Make-up room at the rear of the building and adjacent rehearsal room
- Control room providing audio and lighting situated on the second level
- Capacity: portable tiered seating for up to 300 people
- Heating available

Cost: \$67 per hour including GST
(2 hour minimum)

Dance Studio



The Dance Studio is located on the second floor of the Marjorie Williams Centre

- Large open space
- Good lighting and sound system
- A wall of full length mirrors and a wall of bars
- Heating is available

Cost: \$50 per hour including GST
(2 hour minimum)

Weddings at Toorak College

Heritage and romance

Toorak College is a beautiful setting to host a wedding. The location offers heritage charm and architectural buildings, coupled with manicured gardens overlooking Port Phillip Bay.

There are several distinctive spaces available ideal for a large formal affair or an intimate casual reception, offering all that you need for the perfect wedding.

The Toorak College Chapel was built in 1975 and is surrounded by a garden setting, this beautiful venue offers a peaceful and tranquil ambience.

The charm and heritage of the Hamilton Building dates back to the 1900's and features a stunning Cloisters with brick archways and paths and a central grassed lawn. Also available are the Dining Room, Mary Herring Hall and gardens making Toorak College the ideal location to bring family and friends together for a day to enjoy and remember.

Wedding packages are available with Toorak Caterers, offering over 15 years experience, innovative catering options and outstanding service. Menus can be customized and tailored to suit your needs, to deliver a successful event.

Other services that can be arranged include photography, flowers, champagne on arrival and a Master of Ceremony.

We look forward to welcoming you to Toorak College and sharing your special day.

Please contact Toorak College for more information on 03 9788 7268.



“Toorak Caterers exceeded all our expectations. The food was superb, the room was beautiful and the staff were very attentive and professional - the customer service they provided was exceptional”



Venue Hire

The Cloisters



The Cloisters is a stunning open-air area in the Hamilton Building.

- Open-air area
- Under-cover alternative under the Cloisters or marquees can be used.
- Popular for weddings
- Capacity: 250 (seated) / 400 (standing)

Cost: \$400 including GST

The Dining Room



The Dining Room is ideal for wedding receptions, conferences, birthday parties or other large functions. Catering is in conjunction with Toorak Caterers

- Located next to Pavilion cafe which can also be hired
- Can accommodate a dance floor area
- Heating is available
- Lights can be dimmed
- Capacity: 90 (seated) or 150 (standing)

Cost: \$67 per hour (3 Hour Minimum) or \$400 for a full day including GST

Pavilion Cafe



Pavilion Cafe opens onto an outdoor terrace perfect for a cocktail style function.

- Open-air space
- Views over tennis courts and pool
- Located next to the Dining Room
- Capacity: 150

Cost: \$67 per hour (3 Hour Minimum) or \$400 for a full day including GST

Toorak Caterers

Toorak Caterers have been servicing Toorak College and the local community for over 15 years. Experienced in all aspects of catering and event management services include:

- Flexible menus tailored to suit your tastes and budgets
- Corporate catering with pick-up and delivery service available
- Private catering optional at your venue or ours
- Venue selection with a choice from a range of picturesque venues and meeting rooms
- Bar service and staff who are friendly and professional
- Event management including AV, lighting, music, entertainment, themes and more.

Additional charges apply.

Please browse our online menu and services, we are happy to tailor our service to suit you.

Toorak Caterers are to be used for all events hosted by Toorak College.

Please contact Toorak Caterers on 03 9788 7268 or visit us at www.toorakcaterers.com.au



Booking Procedure

Booking applications can be submitted via our website www.toorakcollege.vic.edu.au

Alternatively please submit your enquiry via the Community Office bookings@toorakc.vic.edu.au.

The Community Office will confirm availability and a tentative booking will be placed in the School calendar.

The Community Office will then provide the Hirer with the Facilities and Equipment hire Booking Form including the Terms and Conditions of Hire form. All must be completed and returned to the Community Office along with Public Liability Insurance Certificate. For a casual booking where PLI is not available you will be supplied a insurance waiver form to sign.

If you require catering for your event please contact Toorak Caterers on 03 9788 7268 or visit us at www.toorakcaterers.com.au.

Booking Forms must state any special requirements, including set up, catering, AV equipment, and security required.

Please note the hire rate is for use of the facilities on an as is basis and additional charges apply for the following:

setup/packdown

\$45 per hour (2 hour minimum) including gst

hire of audio visual/sound equipment

\$150 including gst

audio visual/sound technician

\$55 per hour (2 hour minimum) including gst

hire of piano

\$100 including gst

hire of additional staging/seating

\$250 including gst



Terms & Conditions

Toorak College Venue Hire Terms and Conditions

1. Application

- 1.1 Application for Hire must be submitted upon the Application for Hire Form supplied and shall be signed by the Hirer stating the purpose for which the venue is required and times during which it is to be occupied.
- 1.2 The Hirer must be eighteen (18) years of age or over.
- 1.3 When the application is made on behalf of an organisation, the Hirer shall state the name of such organisation and the authority of the person making the application.
- 1.4 The Hirer must sign and agree to the terms of the Standard Hire Conditions along with the Application for Hire Form.
- 1.5 Advice from Toorak College (The School) that the Venue is available for hire at a particular time does not constitute a reservation or booking for that time.
- 1.6 The Hirer will be provided with an Agreement of Hire Form (Agreement), at this point the Agreement becomes legally binding on the parties. The Hirer must ensure that it has the Agreement at all times whilst at the Venue.
- 1.7 The School reserves the right to refuse any booking without assigning a reason.

2. Deposit and Payment

- 2.1 Any Deposit or Bond applicable to the Hirer must be paid by the Hirer within seven (7) working days from the date of the Agreement.
- 2.2 Bookings made within twenty-one (21) days of the date requested require the entire estimated hire charge including any extra expenses as the event requires to be paid no later than seven (7) working days from the date of the Agreement.
- 2.3 Hirers are required to pay the balance within twenty-one (21) working days from the date of the Agreement or as specifically set out in the Agreement.
- 2.4 The School has the discretion to:
 - 2.4.1 Waive the need for a Deposit or Bond or call for a higher Deposit or Bond up to the amount of estimated hire charges and extra expenses when the booking is made or at any time between the making of the booking and the date of the event.
 - 2.4.2 To charge an additional session rate if the event were to continue beyond the confirmed booking time.
- 2.5 The Hirer shall be liable on demand by The School to pay any further amount to meet the full cost of any damage or abnormal cleaning.
- 2.6 All prices are exclusive of GST. A valid Tax Invoice will be sent before or after the event, at the School's discretion. Any dispute regarding an invoice must be identified to The School within seven (7) days of the issue of the invoice.

3. Cancellation

- 3.1 Where the payment of an outstanding account for an event has not been received by the School less than seven (7) days prior to the event, the School has the discretion to cancel the event. The Hirer will remain liable to pay the outstanding account and the Hirer will have no claim at law or in equity for loss or damage caused by cancellation
- 3.2 Where written notification of cancellation is received by The School less than twenty-one (21) days prior to the event The Hirer will incur the full venue hire fee if the space is not re-booked.
- 3.3 The School may, prior to the event, cancel any reservation previously made.

Toorak College Venue Hire Terms and Conditions Date of Approval – August, 2016

- 3.4 The School has the discretion to prohibit any event which is objectionable or dangerous or which would be detrimental to the reputation of the School. It shall also be in the School's discretion to direct the return to the Hirer any monies paid in respect of the hiring, less any expenditure undertaken on the Hirer's behalf.
- 3.5 Whilst every effort will be made by the School to ensure venue allocations are consistent with those communicated at the time of booking, the School reserves the right to assign an alternative venue where the original venue is inappropriate or unavailable due to circumstances beyond the School's control. The Hirer will be notified of such a change.
- 3.6 The Hirer hereby agrees to accept and to be held to have consented to any cancellation pursuant to Clauses 3.1, 3.2 and 3.4 and that the School may retain the entire Hire Fee in the event the booking is terminated in accordance with these clauses.

4. Insurance

- 4.1 The Hirer is required to take out a public liability insurance policy of not less than \$10 million, with a reputable insurer for the period of hire covering an "Occupier's Liability" for all claims for property damage or personal injury linked to the Hirer's use of the Venue for which they are legally liable.
- 4.2 Hirers are responsible for Work Cover and/or other obligations linked to their employees, contractors, voluntary workers or guests who support the Hirer in any capacity during the period of hire. Likewise the Hirer is responsible for loss or damage to all property used or on site for the event linked to the hire period.

5. Liability and Indemnity

- 5.1 The School shall not be held liable for any interference, disruption or enforced cancellation of any part of a booking, which is caused by any civil disturbance, industrial action, natural disaster or any circumstance, which is beyond the reasonable control of the School.
- 5.2 The Hirer shall indemnify the School against all liability, claim demand actions, suits damages costs and expenses whatsoever (including those arising from negligence to the extent permitted by law) for which it or they may be or become liable for directly or indirectly arising out of the use of the School premises or the facility by the Hirer and for such amounts either in excess of those contained in any relevant insurance policy or not payable under such policy.
6. Facility Usage and Damage to Building and Equipment
 - 6.1 The Hirer shall be responsible for and shall pay to the School the cost of any damage beyond fair wear and tear to the venue, its property, fittings, furniture, curtains and equipment either mechanical or electrical therein, caused by and incurred during the hiring period. The cost of which is determined at the School's discretion and the Hirer will have no dispute on this.
 - 6.2 The Hirer shall also be responsible for and shall pay to the School the cost of extra cleaning incurred by the action of the Hirer or the Hirer's employees over what would be determined by the School to be the normal requirement.
 - 6.3 No items are to be pinned, glued or attached to any wall except where express written approval is obtained from the School.
 - 6.4 The Hirer will replace any School property, which is deemed by the School to be damaged beyond reasonable repair.
 - 6.5 In the event that the Venue, or any curtains, floors, fittings, furniture or equipment is damaged to such an extent that it affects another Hirer's use of the Facility or requires a booking to be cancelled, the Hirer will be liable for all costs and losses incurred by the School including and not limited to refunds of deposits, hiring fees and other loss of revenue.
 - 6.6 The Hirer shall refrain from parking or driving on grassed areas. Only designated parking spaces should be used for the purpose of parking.
 - 6.7 Smoking is not permitted anywhere at any time on the School's premises.
 - 6.8 Dogs are not permitted anywhere on the School's premises.
 - 6.9 Where use of the School facilities is likely to cause increased traffic flow to the surrounding areas or parking capacity is exceeded the Hirer will provide traffic control if requested by the School.
7. Food and Alcohol
 - 7.1 All food and liquor must be supplied by the School's caterers. Final numbers must be confirmed seven (7) days prior to the hire period.
 - 7.2 Special dietary requirements are to be confirmed seven (7) days prior to the hire period.
 - 7.3 Food and drink shall be consumed only in those parts of the venue as are authorised by the School.

Toorak College Venue Hire Terms and Conditions Date of Approval – August, 2016

8. Safety Procedures

- 8.1 The Hirer agrees to comply with and observe the School's safety procedures and understands it is their own responsibility to draw these to the attention of their officers, employees and attendees.
- 8.2 The Hirer is responsible to familiarise themselves with the emergency evacuation procedures and to draw these to the attention of their officers, employees and attendees.
9. Event Order
 - 9.1 The Hirer is responsible for ensuring the booking allows for adequate set-up and bump-out time. The Hirer is responsible for ensuring the Venue is left in the condition in which it was before the Hirer took possession of it. The Hirer shall be responsible for the maintenance and preservation of good order in the venue and its environs throughout the whole duration of the hiring period.
 - 9.2 Should security personnel become necessary, the School will arrange for security at the expense of the Hirer.
 - 9.3 If alcohol is consumed, the numbers of security officers as stipulated by the School must be in attendance.
 - 9.4 Security officers are required to be in attendance at the Venue until the end of the vacate time of the event.
 - 9.5 The Hirer is to use only the part of the buildings and grounds and other facilities specified in the Agreement and the entrances and exits thereto. Additional hire charges will apply if other parts of the buildings and grounds are used for any purpose.
 - 9.6 The Hirer shall observe the arrangements regarding opening and closing of gates, doors, etc. and other security systems within the School.
 - 9.7 Should the Hirer enter any part of the buildings or grounds not specified in the Agreement and an alarm is activated, the Hirer shall be liable for all costs incurred due to security and emergency services.

10. Observance of Laws

- 10.1 The Hirer shall confirm to the requirements of the Occupational Health and Safety Act, Local Government Act and any other relevant Act, relevant by-laws, rules or regulations made thereunder, and shall be liable for any breach of any such Acts, by-laws, rules or regulations.
- 10.2 The Hirer must make themselves familiar with and work within School guides and policies deemed relevant to the Hire by the School
- 10.3 All exits must be free from obstructions and accessible at all times.
- 10.4 The Hirer shall, at their own expense, apply for and obtain any permit required from any authority for the proposed use of the facility.
- 10.5 Noise levels must be kept to a reasonable level at all hours.
- 10.6 The School does not accept any responsibility for any loss or damage to the Hirer's property left prior to, during or after an event. Goods left after an event without prior arrangement will be deemed abandoned.
- 10.7 The School reserves the right to terminate any hire with immediate effect in relation to neighborhood complaint or circumstances which require attendance of Victoria Police. The Hirer will have no claim at law or in equity for loss or damage caused by the cancellation.

11. Disputes

- 11.1 In the event of any dispute or differences arising as to the interpretation of this agreement, or as to any matter or thing herein contained, or as to the meaning of any of these terms and conditions, the decision of the School thereon shall be final and conclusive.
- 11.2 The Hirer and persons within the venue shall forthwith obey all directions or orders given by the School or School representative. Any failure to obey directions or orders given will result in immediate termination of the Agreement. The Hirer will have no claim at law or in equity for loss or damage caused by the cancellation.

12. Other

- 12.1 The School may alter these Conditions of Hire at any time without prior notice.
- 12.2 The School may expel from the Venue any person who breaches any of these Conditions of Hire and the Hirer must indemnify the School for any cost incurred as a result.



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