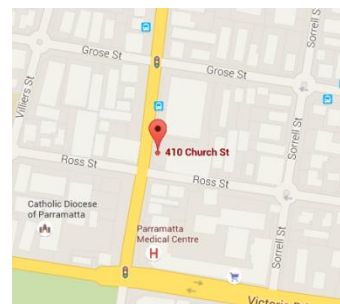


Room Hire Information

Situated in Parramatta’s North, the **Western Sydney Skills Hub** is our high end education facility used for corporate professional development training. It has flexible training and meeting rooms that can be configured to suit your organisation’s needs. The site is perfect for training sessions, planning meetings, corporate presentations and off-site events. Backed by our 30 years in education and our top-of-the-line facilities, we are bound to meet your room hire needs.



Address: Suite 34, Level 3, 410 Church Street, Parramatta

Room Seating Capacity:

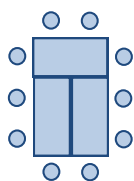
Room	Classroom	U-Shape	Boardroom style	Cabaret	Working Group	Theatre style
Pemulwuy Room	15 + 1 trainer	-	-	-	-	-
Maria Lock Room	16-20	18	20	24	28	37
Elizabeth Macarthur Room	12	13	16	-	15	24
James Ruse Room	10	12	14	-	16	24
Maria and Elizabeth Combined	30	27	32	40	40	62

Approx. only based on specific requirements. Other configurations available on request.

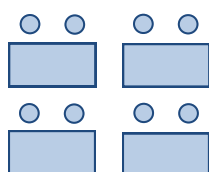
Kitchen holds 20 seated. Equipped with full size fridge, microwave, hot and cool filtered water, tea, coffee facilities and bottled water.

Room Configuration Diagrams:

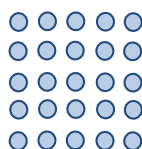
Boardroom



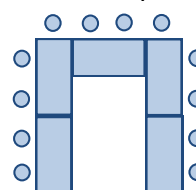
Classroom



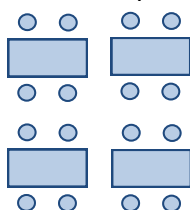
Theatre



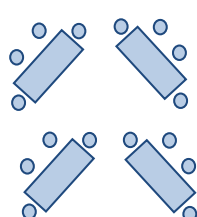
U-Shape



Workshop



Cabaret



Other layouts or variations to layouts available on request.



Room Hire Information

Contact us for Rates – bookings@parramattacollege.com.au or Ph: 9687 2072

Community rates available for non-profit/community organisations.

Price includes:

- 1 x presenter/trainer PC
- Internet (up to 20Mbps Up/Down) incl Wifi access
- Data projector
- Whiteboard
- Printer (Black only)
- Colour scanner
- Tea, coffee, milk, bottled water
- Access to kitchen and facilities
- Access to courtesy Internet Kiosk
- Set up of room

Extras (rates apply):

- Note pads and Pens
- After-hours and weekend access
- Catering – see **Catering** section

Catering (rates apply):

- Morning Tea (biscuits, muffins, danish's)
- Working Lunch (wraps)
- Afternoon Tea (biscuits & cakes or biscuits & fruit)
- Juice / soft drink

This can be tailored if you have specific requirements.

Room Detail:

All rooms include access to:

Presenter Computer	YES – PC
Software	Win 8.1, Office 2013, Adobe Reader. Others on request.
Data Projector	YES – Including speakers
Whiteboard	YES
Internet	YES – Ethernet Internet - 8Wire EFM Internet (up to 20Mbps Up/Down)
Printer/Copier/Scanner	YES – Black Print/Copy. Colour Scan to USB or email.
Kitchen	YES – Tea, coffee facilities, milk, bottled water. Seats 20.
Wheel chair accessible	YES – Lift. Wheel chair suitable toilets are located on ground floor.

If you need anything specific, please contact us.

Room Hire Information



Pemulwuy Room

Room Type	Computer Room
Student Computers	YES – 15
Seats	15 People + 1 Presenter
Features	<p>Modern and updated equipment:</p> <ul style="list-style-type: none"> • Intel® Core i5™ 5200U Processor • 4GB RAM • 8Wire EFM Internet (up to 20Mbps Up/Down)



Room Hire Information

Maria Lock Room

Room Type	Meeting/training/theatre
Student Computers	N0. However Internet and Wi-Fi is available.
Seats	16-37 depending on configuration.
Features	Movable glass walls for setup flexibility. Can be combined with the Elizabeth Macarthur room to increase capacity and usage to 30-67.



Maria and Elizabeth Combo setup

Elizabeth Macarthur Room

Room Type	Meeting/training/theatre
Student Computers	No. However Internet and Wi-Fi is available.
Seats	13-24 depending on configuration.
Features	Hourly rate available. Movable glass walls for setup flexibility. Can be combined with the Maria Lock room to increase capacity to 30-67.



Room Hire Information

James Ruse Room

Room Type	Meeting/training
Student Computers	NO. However, Internet and Wi-Fi is available.
Seats	12-24 depending on configuration.
Features	Hourly rate available. Perfect for small workshops and meetings.



How to book:

1. Please complete and return our WSSH booking form.
2. We will invoice you a deposit of 25% of the fee.
3. Booking will be confirmed on receipt of your deposit.

For **urgent requests** or **special circumstances**, please call us on 9687 2072 to discuss options.

Parking:

No parking is available on site. There is a paid carpark close by, as well as on street parking metres, however there is also a FREE shuttle bus that runs from Parramatta Station every 10mins that stops just up from our front entrance. Church St North stop.

Cancellations:

Cancellations within a WEEK of the event will incur a fee of 25% of the room hire cost (your paid deposit).

Room Hire Information

All technical, schedule and catering details are to be confirmed 3 business days prior to the commencement of the event.

Insurance:

The onus regarding insurance to cover risks for activities rests with the hirer. The Parramatta College will not be responsible for injury to any person or damage to property belonging to the hirer. You must take out and keep in force with an insurance company an appropriate insurance policy to protect yourself if you don't have this already.

You must take out and will keep in force an appropriate worker's compensation policy with a licensed insurer under the Workers Compensation Act, 1987 in respect of any employees of the hirer who are employed in connection with use of the premises and equipment pursuant to the terms of this booking.

Additional information:

The Parramatta College will NOT accept responsibility for damage or loss of visitors' belongings before, during or after the event.

Smoking is NOT permitted in the building

Alcohol is NOT to be sold or consumed on site

Emergency information is included in each rooms "Important Information" folder and should be read and passed on to your attendees on arrival.

Deliveries and pickups are possible. Please call us on 9687 2072 to arrange suitable times.

Accurate as at September 2015.