



Parramatta Community College
ABN 22 614 310 587
RTO 90276
pcc.edu.au

Phone: (02) 9687 2072
Email: admin@pcc.edu.au
Postal: PO Box 2261 North Parramatta NSW 1750
Office: Suite 1, Level 1, 410 Church St
North Parramatta NSW 2151

Room Hire Information

Situated in North Parramatta, the Western Sydney Skills Hub (WSSH) is a modern education facility suitable for professional development training, corporate planning sessions, presentations, meetings and off-site events. WSSH has flexible training and meeting rooms that can be configured to suit your organisation's needs.

Our rooms are suitable for:

- Professional development training
- Corporate planning sessions
- Presentations
- Meetings (Face to Face & via Zoom)
- Events & Workshops

What we have:

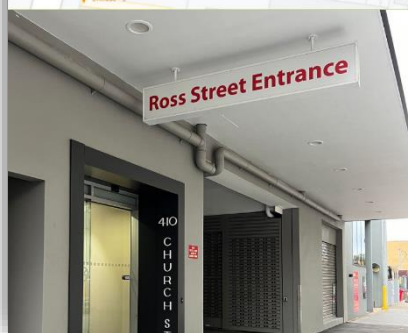
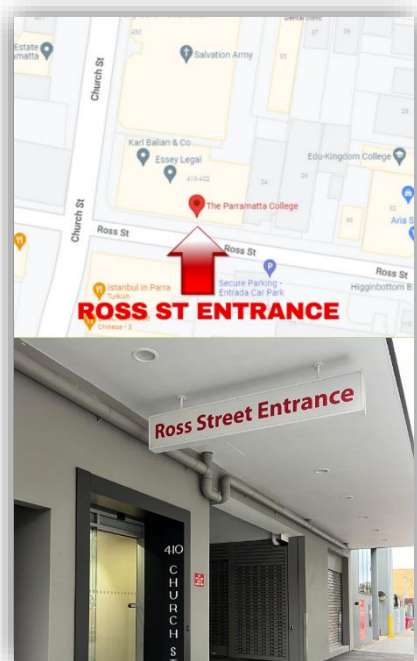
- 3 rooms of various sizes that can be customised
- 2 computer labs
- 1 beauty training room
- High speed internet connection
- On call technical and administrative support
- Free Wi-Fi
- Spacious kitchen with complimentary refreshments





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**OUR
LOCATION**



Ross St Address (Office):
 Suite 1, Level 1,
 410 Church St,
 North Parramatta NSW 2151

Western Sydney Skills Hub Address (WSSH):
 Suite 34, Level 3,
 410 Church St,
 North Parramatta NSW 2151

Room Seating Capacity

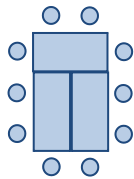
Room	Classroom	U-Shape	Boardroom style	Cabaret	Working Group	Theatre style
Pemulwuy Room	15 + 1 trainer	-	-	-	-	-
Maria Lock Room	16-20	18	20	24	28	37
Elizabeth Macarthur Room	12	13	16	-	15	24
James Ruse Room	10 + 1 trainer	-	-	-	-	-
Maria and Elizabeth Combined	30	27	32	40	40	62

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

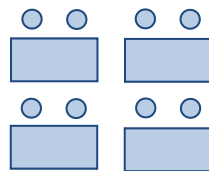
Kitchen holds 20 seated. Equipped with full size fridge, microwave, hot and cool filtered water, coffee machine + grinder (for training purposes only), tea and coffee facilities.

Room Configuration Diagrams

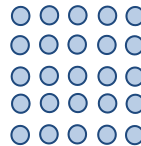
Boardroom



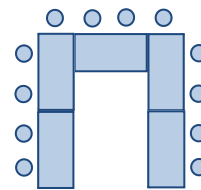
Classroom



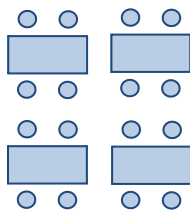
Theatre



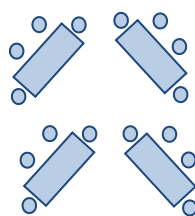
U-Shape



Workshop



Cabaret



**Other layouts or variations
to layouts available on
request.**

Contact us for Rates – admin@pcc.edu.au 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
- 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.



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Room Detail

All rooms include access to:

Presenter Computer	YES – PC
Software	Latest version of Windows, Latest version of Microsoft Office, 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.



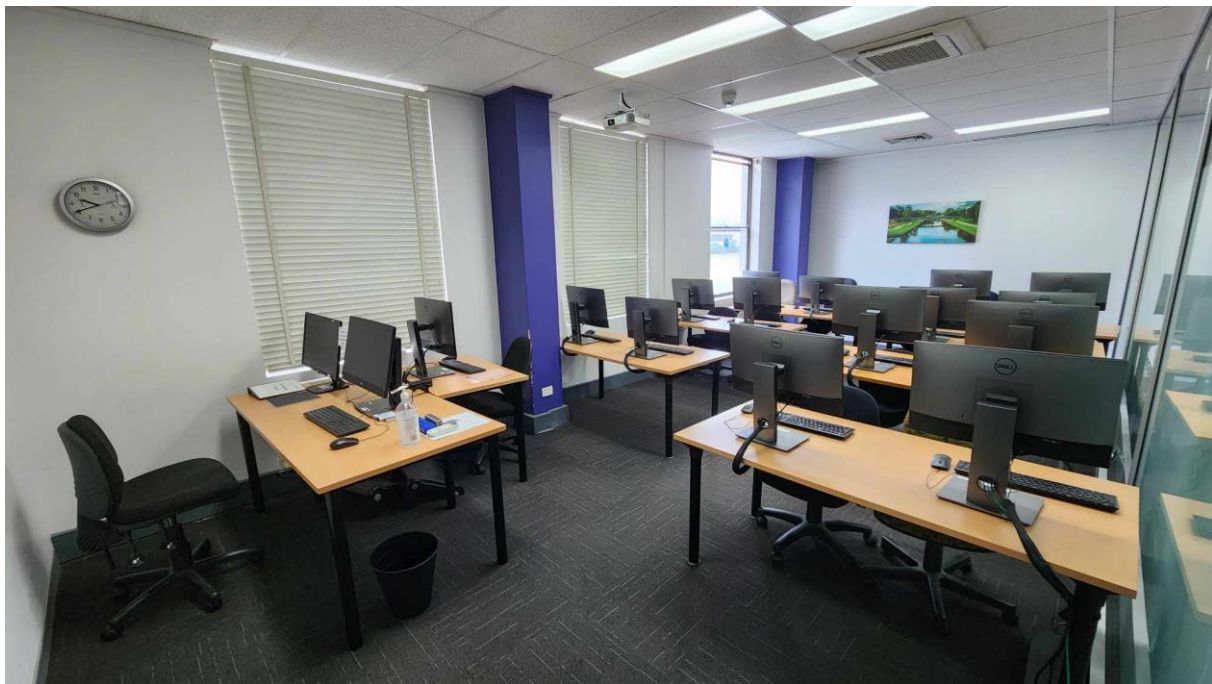


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Pemulwuy Room

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



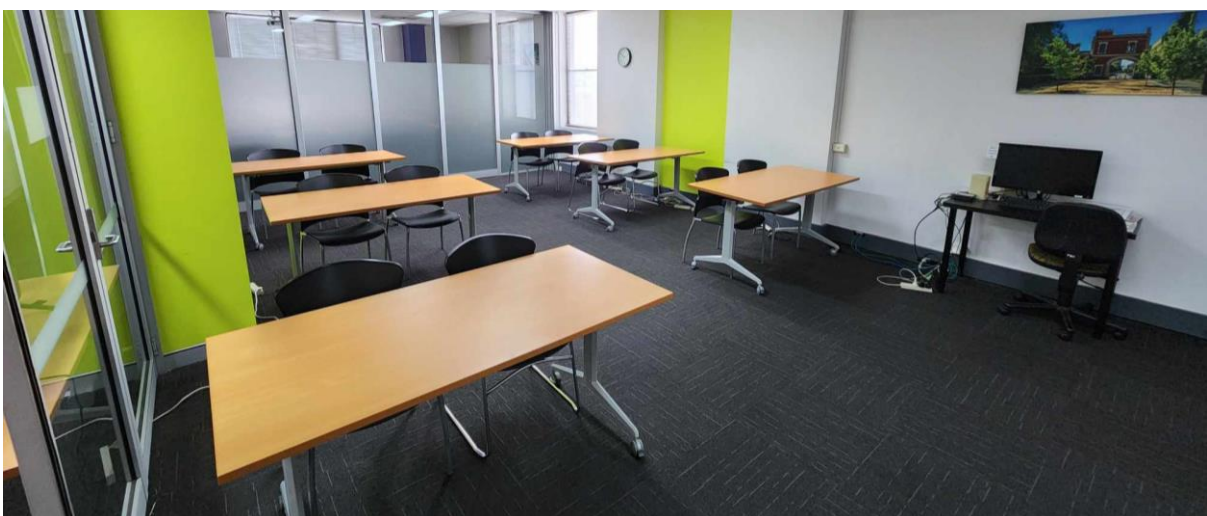


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Maria Lock Room

Room Type	Meeting/training/theatre
Student Computers	NO. 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.



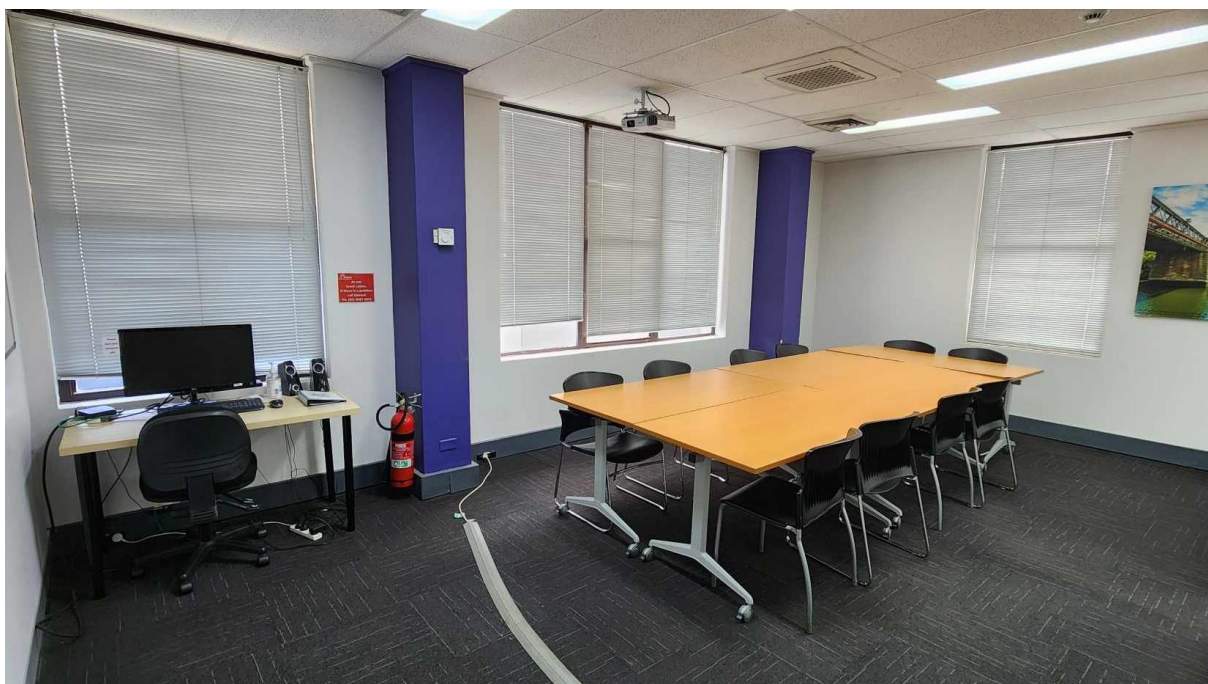


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Elizabeth Macarthur Room

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.



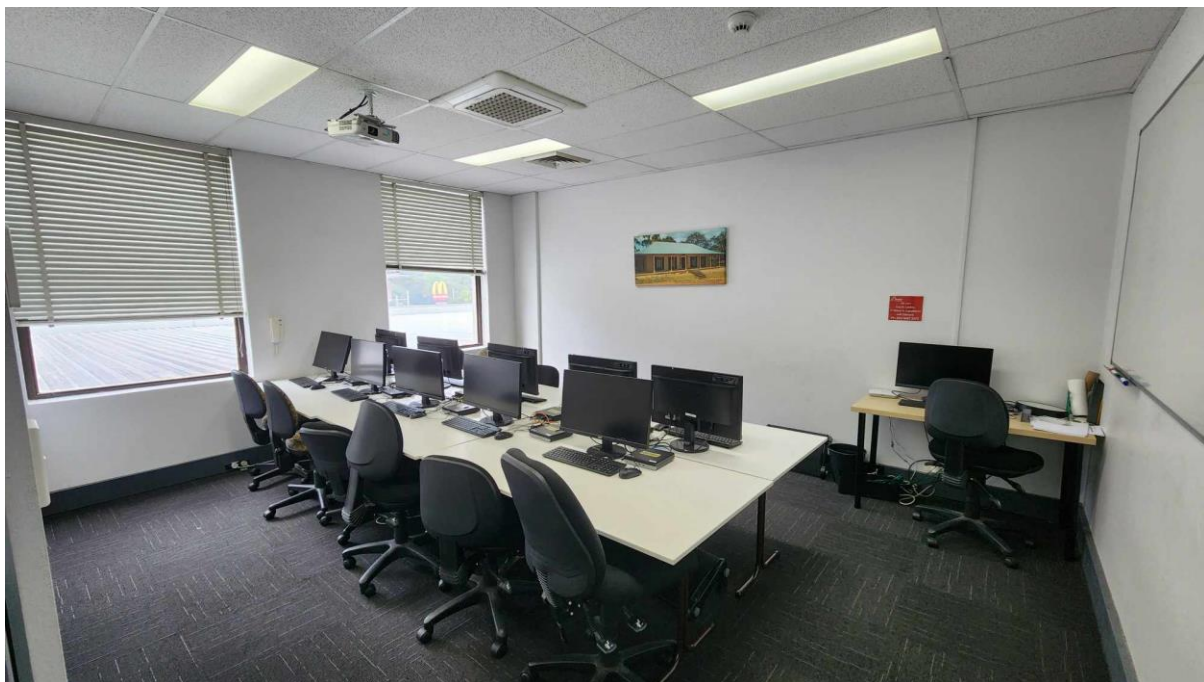


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James Ruse Room

Room Type	Computer Room
Student Computers	YES – 10
Seats	10 People + 1 Presenter
Features	<p>Modern and updated equipment:</p> <ul style="list-style-type: none"> • Intel® Core i5™ 5200U Processor • 4GB RAM <p>8Wire EFM Internet (up to 20Mbps Up/Down)</p>





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Beauty Training Room

Room Type	Meeting/training/theatre
Student Computers	No. However Internet and Wi-Fi is available.
Seats	12 + 1 trainer / presenter
Features	6 beds Various beauty equipment Hourly rate available





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Garder Room (entry via Ross St)

Room Type	Meeting/training/theatre
Student Computers	No. However Internet and Wi-Fi is available.
Seats	12
Features	Interactive TV / Computer monitor (great for presentations) Hourly rate available





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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, and a 15min walk from Parramatta Station.

Cancellations:

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

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. Parramatta Community 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.



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Additional information:

Parramatta Community 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 room with an "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.



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Application For Hire

Organisation				
ABN				
Contact Person				
Phone		Mobile		
Email				
Postal Address				
Are you a Non-Profit/Community Organisation?	Yes		No	

Purpose of use			
Estimated Number of Attendees			

Room Required :							
Date		Start Time		Finish Time			
Date		Start Time		Finish Time			
Date		Start Time		Finish Time			
Date		Start Time		Finish Time			
Date		Start Time		Finish Time			
OR Regular day each	Week		Fortnight		Month		
From Date			Day/s				
Start time			Finish time				
Additional Information							



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Room Configuration:			
Boardroom		U-Shape	
Classroom		Cabaret	
Workshop		Network/Exhibition (0 chairs/tables)	
Lecture/theatre		Other:	
Additional Information			

Please refer to our "Room Configurations diagrams"

Extra Equipment/items:	
Other:	

Please note: All technical details are to be confirmed 3 business days prior to the commencement of the event. This includes items already included in the fee EG: Projector setup.

Other/Additional Information or Requirements:

Please note: All catering details are to be confirmed 3 business days prior to the commencement of the event.

Conditions of Hire
<p>The following is a summary of the normal terms and conditions of hiring facilities within The Parramatta Community College (PCC):</p> <p>The hirer shall:</p> <ol style="list-style-type: none"> 1. Be at least 18 years of age. 2. Not cancel the booking within 1 week of the event – otherwise the 25% deposit will not be refunded. 3. Confirm all technical, schedule and catering details 3 days prior to the commencement of the event. 4. Be responsible for the safety and conduct of each and every person in attendance at their event or activity. 5. Take out and keep in force with an insurance company an appropriate insurance policy. 6. Take out and will keep in force an appropriate worker's compensation policy in respect of any employees of theirs who are employed in connection with use of the site and equipment for this booking. <p>Inside the building and room hired the hirer shall:</p> <ol style="list-style-type: none"> 1. Take note of Fire Evacuation Plan displayed in the "Important Information" folder. Fire exit doors must be kept clear at all times. 2. Respect other users and tenants within the building. Abide by the NO SMOKING policy inside the building. 3. Not tamper with any device or system designed for use in an emergency, such as fire extinguishers or fire hose reels 4. Report any safety issues or identified hazards to PCC. 5. Not use glitter, confetti or similar inside the rooms or surrounding areas. 6. Not use thumbtacks, staples, sticky tape or similar to fasten display material on walls. The hirer will be responsible for all damage caused to the venue by the placement or removal of items. 7. Consider other tenants and keep noise levels to a reasonable level. 8. Not consume or sell alcohol on site



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10. Be responsible for the security of the building throughout the hire period and not attempt to enter any room other than the room and areas allocated.
 11. Be responsible for the full replacement costs of any breakages or damages to the building, its fittings and contents (including equipment) and the surrounding grounds. Breakages must be reported to TPC at the time.
- Before Leaving the hirer shall:**
1. Remove all personal possessions from the rooms.
- NOTE: PCC reserves the right to:**
- Change the conditions of hire
 - Deny access to any individual or organisation (its members and/ or staff)
 - To terminate any agreement, with any individual or organisation, (its members and/or staff) at any time.
- In the event of a dispute or a difference arising as to the interpretation of conditions in this agreement, the decision of the Chief Executive Officer of The Parramatta Community College shall be final.

Undertaking by Hirer

The hirer agrees to occupy and use the premises at the risk of the hirer and hereby releases to the full extent permitted by law The Parramatta Community College and its agents, contractors and employees from all claims and demands of every kind resulting from any accident, damage, loss or injury occurring to person or property.

The hirer shall take out and keep in force with an insurance company an appropriate insurance policy.

The hirer shall 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 theirs who are employed in connection with use of the premises and equipment pursuant to the terms of this booking.

I have read and understand and accept the Conditions of Hire.

I have the authority to sign this form on behalf of the organisation I represent.

Name	
Signature	
Date	
How did you hear about us?	

Please print, sign, and scan/email or post back this document.

E: jane@pcc.edu.au

Post: PO Box 2261, North Parramatta, 1750



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OFFICE USE ONLY

Payment Details/Office Use *(25% deposit must be paid to confirm the booking)*

Room Hire Cost (incl GST): \$ _____

Extra items Cost: \$ _____

Catering Cost \$ _____

Total \$ _____

25% Deposit \$ _____

BOOKING ID: _____