



## Drummond Street campus and Victorian Tunnelling Centre Room Hire/Plant Hire Rates 2024–2025

	Half Day Rate Monday to Friday 8am – 12pm Monday to Friday 1pm – 5pm (up to 4 hours)	Full Day Rate Monday to Friday 8am – 5pm
<b>Campus Rooms</b>		
General purpose classrooms (seating for up to 16 people)	\$285	\$450
Lecture Theatre (D1.1.11)	\$415	\$670
Cloudland (D1.3.01 and D1.3.02)	\$415	\$670
Confined Space/Working at Heights training area (D2.1.03)	\$415	\$670
<b>Victorian Tunnelling Centre</b>		
Mined Tunnel (excluding plant hire)	\$695	\$1,115
Tunnel Boring Machine (TBM) Tunnel (excluding plant hire)	\$695	\$1,115
Dry Training Area (excluding gantry crane use)	\$560	\$890
Dry Training Area (including gantry crane use and trainer)	\$1,665	\$2,665
Wet Training Area	\$560	\$890
<b>Plant and Equipment Operation Zones</b>		
Forklift Training Zone	\$335	\$610
Front End Loader/Backhoe and Excavator Area	\$285	\$450
Trenching and Shoring Area (under cover)	\$285	\$450
Trenching and Shoring Area (open), including temporary fencing	\$225	\$390
Electrical Distribution Yard (Overhead Transmission)	–	\$1,665
Electrical Distribution Yard (Underground Cabling)	–	\$1,665
<b>Plant Hire (applies to campus hire only)</b>		
Excavator Mini	–	\$450
Skid Steer	–	\$540
Front End Loader	–	\$340
Confined Space Trailer	–	\$425
Elevated Work Platform (<10m)	–	\$780
Elevated Work Platform (>10m)	–	\$780
Insulated Elevated Work Platform Truck	–	\$1,340
Small Plant items (eg High pressure cleaner)	–	\$115/item
Washing (applies to hire of plant items)	–	\$60/item
Fuel (Diesel)	–	Included

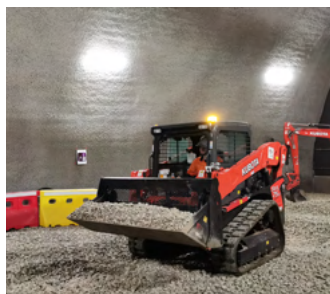
## Drummond Street campus and Victorian Tunnelling Centre Room Hire/Plant Hire Rates 2024–2025

- **Victorian Tunnelling Centre:** All areas include a technical support officer on call.
- **Plant Hire:** Any external user must hold the appropriate tickets to use the plant.
- All hire is subject to an administration fee of \$115 per day.
- All terms and conditions are included in the Third Party Access Policy.
- Rates are valid from 1 January 2025 and subject to change.
- Rates are GST exclusive.
- Enquire about evening and weekend rates.

### Campus Rooms



### Victorian Tunnelling Centre



### Plant Hire



Holmesglen Institute

**DRUMMOND STREET CAMPUS** Corner Drummond and Rae Streets, Chadstone 3148

**ALL CORRESPONDENCE TO** PO Box 42, Holmesglen, VIC 3148 Australia

**T** +61 3 9209 5396 **E** VTC@holmesglen.edu.au **W** holmesglen.edu.au/VTC

RT0: 0416. IHE: PRV12129. CRICOS Provider Code: 00012G. Holmesglen is the trading name of Holmesglen Institute

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October 2024

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# Drummond Street campus and Victorian Tunnelling Centre Third Party Access Policy

**Please read this Third Party Access Policy document carefully before booking.**

To book a room, please complete the '**Application Form for Room Hire**' form and email to [VTC@holmesglen.edu.au](mailto:VTC@holmesglen.edu.au). An email will be sent to you within 48 hours to confirm availability of the requested dates for your booking.

To secure your booking, please send a Purchase Order to [VTC@holmesglen.edu.au](mailto:VTC@holmesglen.edu.au) including the following details:

- Company name and contact person
- Address
- Email address
- Telephone number
- ABN number
- Date of hire, room and/or plant

Once we have received your purchase order, we will send you a confirmation of your booking and an invoice will be issued.

## Rates

- Rates are GST exclusive and subject to change.
- Evening rates (from 5pm – minimum 3 hours) or weekend rates (8am to 5pm – minimum 4 hours) are available on request.
- All hire is subject to an administration fee of \$115 (+ GST) per booking.

## General

- The general priority given for booking rooms is as follows:
  - Profile accredited courses and programs
  - Non-profile accredited courses and programs
  - Non-profile, short courses, seminars, workshops, commercial training services, etc.
  - External third party room hire
- All third party hirers of Holmesglen facilities must provide a copy of their public liability insurance (minimum \$20 million+) and will meet normal OH&S obligations.
- At all times, when using the Institute's facilities, clients must abide by the rules of the organisation. Subsequent bookings may be cancelled if these rules are not adhered to.
- When on site, hiring clients must provide proof of each and every booking to Institute Security Officers if requested.
- A copy of trainer's qualifications must be provided to Holmesglen 5 working days before the start of their first training.
- When conducting a course with children (under 18yrs of age), a 'Working with Children' certificate must be provided at least 5 working days before the start of their first course.
- Clients must follow COVID-19 rules and sign-in procedures in place when entering the campus.
- All trainers need to follow the site safety induction training (allow 15 minutes) before starting their first training.
- There is a cafeteria available onsite at Drummond Street. Catering can be organised directly with the cafeteria. Contact details and menu can be provided at your request.
- Clients must ensure that kitchens and cooking equipment are left in the condition in which they found it, or extra cleaning costs may incur.
- Please note that due to COVID-19 restrictions, some appliances are not available for clients and their students. The availability of appliances will be confirmed before the start of the hire and is subject to change.
- Third parties requesting to offer courses which can also be found in the Holmesglen portfolio, can only be conducted at the discretion and after approval from Holmesglen management.
- There is free limited parking available on site. Holmesglen Institute takes no responsibility for unpaid parking fines.



# Drummond Street campus and Victorian Tunnelling Centre Third Party Access Policy

## Rooms

- Classrooms, lecture theatres and practical training areas are available for external third party room hire, when they are not being used for the conduct of Holmesglen classes.
- All rooms are provided un-serviced, ie no setup and no catering. No other service is provided to the hiring client except opening and closing of the room(s), with the exception of activities conducted in the VTC. All hire of the VTC areas include the assistance of a technical support officer.
- The maximum number of people in a room is defined by institute restriction as well as COVID-19 restrictions.
- Clients may not bring food or drink into the rooms and may not cook food in the room.
- Clients may not light candles in the room or use any device to create fire.
- Rooms must be returned to standard layout (or as they were when the client arrived) by the client at the end of their booking.
- Clients must ensure that the rooms and training areas are left in the condition in which they found it and report any damage to Institute property in the rooms immediately to the Institute officer on duty.

## Plant and small materials

- Any external user must hold the appropriate tickets to use the plant.
- Trainers using plant must provide a copy of their current High Risk Work (HRW) Licence, 5 working days before their first training.
- Clients must clean the plant to the condition in which they found it or extra cleaning costs may incur.
- Any issues and material not working must be reported immediately and before starting class to the technical support on duty.
- The confined space trailer is also available for hire at your workplace at the day rate. A transfer fee of \$300 to drop off and pick up the trailer is applicable. The trainer on that day must hold a High Risk Work (HRW) licence and send proof of his appropriate ticket to use the trailer.

## Catering services

- We have an on-site cafeteria that can cater for small or large groups and any dietary requirements.
- Menu available on request and orders can be placed directly with the catering company.
- Invoice to be settled directly with the catering company.
- Holmesglen Institute is not responsible for the menu or prices.

## Advertising

Any advertising material used by the hirer must be available to be viewed by Holmesglen management, and Holmesglen reserves the right to refuse bookings based on the content of proposed advertising material. Holmesglen logos cannot be used, and the advertising material must clearly indicate that Holmesglen Institute does not endorse the activity being conducted.

## Cancellations and change of date

- All cancellations or requests of change of date must be sent by email to [VTC@holmesglen.edu.au](mailto:VTC@holmesglen.edu.au)
- Cancellation fees are applicable as follow:
  - Cancellation sent 7 working days before the start of the hire/course: Full refund + \$85 admin fee
  - Cancellation received within 2-7 working days before the start of the hire/course will incur a 50% rate of the agreed price + \$85 admin fee
  - Cancellation received within 48hrs before the start of the hire/course will incur in a 100% charge of the agreed price + \$85 admin fee
- Change of date: Requests must be received by Holmesglen at least 7 working days before the start of the hire/course. Holmesglen cannot guarantee a new date will be available and reserves the right to cancel the booking if no new date is available. An administration fee of \$85 is applicable for all changes.

## Supplement charges

Evening and weekend rent may incur in extra cleaning and security charges. Rates available on request.



## Drummond Street campus and Victorian Tunnelling Centre Application Form for Room Hire

Date of Application:

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Contact Person:

Company Name:

ABN:

Telephone:

Mobile:

Address:

State:

Postcode:




Email Address:

Hire Start Date:

 /  / 

Hire Finish Date:

 /  / 

Time Required:

 :  to  : 

Room Type/Plant Type Required:

**Description of activity to be conducted:**

**Comments:**

**Declaration:**

I agree to the terms and conditions as outlined in the Third Party Access Policy and attach our current Public Liability Policy.

Signature:

Date:

 /  / 

Holmesglen Institute

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## Drummond Street campus and Victorian Tunnelling Centre Electronic Fund Transfer

Holmesglen ABN

40 096 756 729

### Electronic Fund Transfer (EFT):

Account Name: Holmesglen Institute of TAFE  
Postal Address: P.O. Box 42  
HOLMESGLEN VIC 3148  
Bank: Commonwealth Bank of Australia  
Branch: Ashburton, VICTORIA.  
**BSB:** 063 103  
**Account Number:** 0090 1243

For International please quote: **SWIFT: CTBAU2S**

**Terms:** **7 days from invoice date as most of our services are rendered prior to invoice being raised**

We require a remittance advice to be sent via e-mail to [finance@holmesglen.edu.au](mailto:finance@holmesglen.edu.au) or alternatively faxed to (03) 9564 2020.

Please add the reference of your **customer code** (LOCATED UNDER THE DATE) or **your invoice number** so we are able to allocate your payment quickly and correctly. If you have any enquires or require further information, please contact the Holmesglen Accounts Receivable department on (03) 9564 1791.

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