

Geelong Tech School

Tech Hub

Flexible Meeting Spaces

Expression of Interest

May 2021



Geelong Tech School

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GEELONG TECH SCHOOL: TECH HUB EXPRESSION OF INTEREST

The Geelong Tech School is seeking Expression of Interest (EOI) submissions from individuals, industry and community groups wishing to occupy spaces within the newly built Tech School located at The Gordon, City Campus, Cnr Latrobe Tce & Lt. Malop St, Geelong.

The purpose built, Technology Hub is a multi-use facility, providing flexible meeting spaces that can incorporate a range of commercial and community services.

These rooms will be available to occupy on a regular basis for the period from 5th July 2021 to 30th June 2022. This process will next be repeated in May 2022.

To assist with industry & community group submissions, details relating to the services associated with the operation of the Geelong Tech School are detailed on the EOI form.

OBJECTIVE

The Geelong Tech School provides innovative STEM learning programs during school hours. This state-of-the-art Tech Hub that brings together the worlds of work and study to help prepare secondary students for the future. Outside school hours we aiming to provide the Geelong community with a central gathering place for all things entrepreneurial, stem and technology related. Examples include flexible spaces for presentations, meetings information sessions, education, workshops, and professional development.

EXAMPLES OF POTENTIAL APPLICATIONS

- A person/organisation who conducts free technology related training classes (iPad/iPhone Classes).
- An industry requiring a meeting/presentation space.
- A technology related club or group who meet on a regular basis (STEM or computer club).
- A related industry association that meet on a regular basis (camera or drone club).
- A technology related organisation that provides a service for a paid fee (build a drone course).
- A person, group or business that produces a regular Podcast (access to podcast studio).
- An organisation that runs a regular entrepreneurial program.

EVALUATION

All submissions will be evaluated by a panel, with flexible meeting spaces being allocated to a variety of user groups across a range of industry & community activities. The EOI process is for industry & community groups to express their interest in regular use of the space/s.

APPLICATION PERIOD

Applications open on Tuesday 25th May 2021, all applications are to be received by 5pm Friday 18th June 2021. No applications received after this date will be considered in this process. However, it may still be possible to use a Geelong Tech School flexible meeting room where vacancies exist, after the EOI process has been completed

HIRE FEES

Individuals, Industry & Community groups who are successful in the EOI process will not be charged hire fees to access the flexible meeting spaces.

AVAILABILITY OF FACILITIES

Geelong Tech School has the following flexible meeting spaces available:

Room	Level	Capacity	Suitable Uses	Equipment	Available Hours
Showroom	Level 1 Entrance	40	Meetings and presentations	Overhead Projector, Tables & Chairs	Mon-Thurs 4:00pm – 7:00pm
Studio	Level 2	25	Design classes, Computer classes	Overhead Projector, 12 x Desktop Computers, Tables & Chairs	Mon-Thurs 4:00pm – 7:00pm
Makerspace	Level 2	25	Practical Workshops	Overhead Projector, Tables & Chairs	Mon-Thurs 4:00pm – 7:00pm
The Nest	Level 3	40	Meetings and Presentations	Projector, Tables & Chairs	Mon-Thurs 4:00pm – 7:00pm
The Hub	Level 3	25	Design classes, Computer Classes	Overhead Projector, 12 x Desktop Computers, Tables & Chairs	Mon-Thurs 4:00pm – 7:00pm
The Workshop	Level 3	25	Practical Workshops	Overhead Projector, Tables & Chairs	Mon-Thurs 4:00pm – 7:00pm
The Pod	Level 2	5	Podcasting, Live-streaming	4 x Microphone Stations, 1 x Mixing Station, 1 x Panasonic Mirrorless Camera	Mon-Thurs 4:00pm – 7:00pm

TOILET/FACILITIES

All applicants and their guests will have access to a cold water station, hot water tap and restrooms. All crockery, cutlery, tea, coffee or milk must be supplied by the applicant and/or external caterer (refer to 'Catering' section below).

STORAGE

There is no available storage given to successful applicants. All external equipment must be taken away after use of the flexible meeting spaces.

COMMENCING AND FINISHING TIMES

Successful applicants can only access the facilities during the times specified in the table below and their hire agreement. Access times must include set up and pack down time. Applicants must leave the premises in a clean condition no later than the time specified on their hire agreement.

PARKING

Parking is not available to applicants as part of the agreement to use a flexible meeting space within the Geelong Tech School. Applicants are advised that parking restrictions may apply in the surrounding streets depending on the time in which they utilise a flexible meeting space.

CANCELLATIONS BY GEELONG TECH SCHOOL

The Geelong Tech School occasionally play host to large annual events e.g. Geelong Design Week, Guest Speakers or Committee Meetings etc. which may result in the need to cancel a regular applicant's booking. Wherever possible 14 days' notice of cancellations will be given and an alternative day may be offered. Where this is not possible or not taken up by the applicant, no other compensation will be given.

CANCELLATIONS BY APPLICANTS

Should the applicant wish to cancel or change their regular booking/s, they may do so by notifying the Geelong Tech School in writing with 3 days' notice by emailing geelongtechschool@gordontafe.edu.au

COMPLYING WITH THE REGULAR HIRING AGREEMENT

Upon signing the agreement applicants are committed to utilise the Tech School facility on the dates and times as specified in their agreement. If applicant wishes to change the details of their agreement after commencement they must apply to do so in writing, to the Geelong Tech School by emailing geelongtechschool@gordontafe.edu.au

CLEANING

Applicants (and their staff) must leave the premises in a clean condition, suitable for use by the Geelong Tech School. Any loose rubbish must be picked up and placed in the bins provided at the Tech School. If extra bins are required then the applicant should request these from the Tech School being hired. The applicant is required to ensure that all facility equipment and/or furniture is cleaned and neatly returned to the correct default setting position. The Geelong Tech School will inform applicants of the default room set up during the induction at the start of the agreement period. If an applicant finds a flexible meeting space in an unfit state they must report this to the Geelong Tech School as soon as possible. Photographic evidence should be provided where possible.

LOCK DOWN PROCEDURE

All applicants are responsible for ensuring that all doors leading into their flexible meeting space are closed. All lights, projectors, heating, air-conditioning etc. will be automatically turned off via sensors or The Gordon security. There is no requirement to set alarms, security staff from The Gordon will facilitate this function.

INSURANCE / BOND

All applicants are required to have public liability insurance for a minimum amount of \$20 million. A bond (subject to the nature and duration of the hire) of up to \$1,000.00 may be required by the Geelong Tech School, prior to the commencement period of the agreement.

CATERING

Internal: Catering may be booked through Lodge Catering on 03 5225 0696. (Payment is to Lodge Catering directly and not via the Geelong Tech School)

External: External caterers are able to be used by the applicant. All crockery and cutlery must be supplied by the applicant and/or external caterer.

BREACH OF CONDITIONS OF HIRE

The Geelong Tech School reserves the right to cancel the applicant's agreement and any future bookings, at any time, for any breach of the terms and conditions on the part of the applicant.

GENERAL TERMS & CONDITIONS OF USE OF GEELONG TECH SCHOOL VENUE

Refer to the Applicants Agreement.