

Tech Hub

Flexible Meeting Space Application for Hire

Applicants Details

Name

Organisation

ABN

Phone number

Email address

Address

Public Liability Insurance Details

Insurer

Policy number

Insured amount

Policy expiration

Please note: Public liability insurance is to be for a minimum of \$20 million

PROPOSED HIRE OF ROOM(S), DATE(S) AND TIME(S)

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

Proposed Hire Arrangement Please select room, dates and times you would like to book.

[Room Hire 1 Details](#)

Room	Start date	End date
Day of the week	Time start	Time end
Booking recurrence		
Purpose of room hire and additional notes		



Room Hire 2 Details

Room	Start date	End date
Day of the week	Time start	Time end
Booking recurrence		
Purpose of room hire and additional notes		

Room Hire 3 Details

Room	Start date	End date
Day of the week	Time start	Time end
Booking recurrence		
Purpose of room hire and additional notes		

Room Hire 4 Details

Room	Start date	End date
Day of the week	Time start	Time end
Booking recurrence		
Purpose of room hire and additional notes		

PROCESS TIMELINE

Date	Action	How
Monday 25th May 2021	Applications open	Access online via website. Submit to geelongtechschool@gordontafe.edu.au
Friday 18th June 2021 (5pm)	Applications close	All applications to be submitted to geelongtechschool@gordontafe.edu.au prior to 5pm.
Monday 21st June 2021	Assessment period	GTS Panel meeting to review & decide on application
Friday 25th June 2021	Notify applicants	All applicants are notified of decisions. Successful applicants are emailed: Agreement & T&C's
Wednesday 30th June 2021	Agreements returned	All Agreements to be signed and returned.
Thursday 1st & Friday 2nd July 2021	Inductions	All successful applicants complete GTS induction.
Monday 5th July 2021	Access starts	Successful applicants will begin using their assigned meeting space.
Thursday 30th June 2022	Access stops	Successful applicants will cease using their assigned meeting space.
May 2022 (Date TBC)		2022/23 Application Opens