



# YWCA CANBERRA TRAINING ROOMS

MODERN ROOMS  
CENTRAL LOCATION  
EXCELLENT FACILITIES



YWCA  
CANBERRA

# About YWCA Canberra

YWCA Canberra is a feminist, secular, not-for-profit organisation that has provided community services and represented women's issues in Canberra since 1929.

Through our national Member Association, YWCA Australia, we are part of the World YWCA network, which connects 125 countries across the globe.

Our rich history of supporting women and girls in Canberra through the Great Depression, the Second World War, and the rapid social and cultural changes Canberra has experienced in recent years, continues to inform and influence our work.

Today we provide quality, innovative services for women, including female-identifying and non-binary people, girls and families in the ACT and surrounding regions. We work in the areas of children's services, community development, housing, youth services, personal and professional training, women's leadership and advocacy.

As a membership-based, non-religious organisation, we encourage the participation of people of all cultures, beliefs and ages in our movement. Strengthened by diversity, we welcome members who are committed to recognising and celebrating the value of every human being.

Originally fitted out as a federal government office, we have redesigned our modern space so that it serves as a central hub for our programs, such as our Registered Training Organisation (RTO 1373), meetings, seminars, and other internal and external functions.

## Our facilities

### Kitchen area

The kitchen area has tea and coffee making facilities as well as a large table space.

Use of the kitchen is free of charge with our room bookings.

Please note: the kitchen is a shared space and cannot be booked exclusively.

### Our rooms

We have three separate training rooms which can be either partitioned or merged to create larger spaces, depending on your needs. All rooms can be set for either a classroom or conference style with capacities ranging from 15 to 40 people.

### Equipment

Most equipment, such as projector screens, whiteboards, and microphones are free of charge. Tea and coffee supplies are available on request; fees may apply.

### Parking/access

Car parking is available in City West carpark on Marcus Clarke Street, and in the EY Building, either is less than five minutes walking distance from YWCA House. We use keycard entry to our premises and wheelchair access is provided to all of our rooms (including separate accessible toilets).



Summary of charges	Full day rate + 3.5 hrs.	Half day rate up to 3.5 hrs.	Discount rate full day*	Discount rate half day**
One Room	\$305	\$195	\$250	\$140
Two Rooms	\$580	\$360	\$470	\$250
Three Rooms	\$855	\$525	\$690	\$360

\*If multiple rooms are required they will be charged as separate rooms

\*\*Discount rate applies to community / not-for-profit organisations who provide copy of ATO certificate

## Rules for users

1. Personal belongings/food items left unattended at the venue will be at the hirer's own risk. Any equipment arranged by the hirer (e.g. laptops/music player) must be removed from the venue by the end of the hire period. You will not be able to collect equipment the following day unless a booking is made to do so.
2. The hirer must allow unrestricted access to the venue at any time by representatives of YWCA Canberra, or security/emergency officers.
3. The premises must be left in a clean and tidy condition with advertising, any other collateral, and all personal belongings removed from the premises.
4. The hirer is responsible for removing all rubbish from inside the premises; rubbish must be placed in the rubbish hoppers located in basement 2 and not left in the rubbish bins inside the premises.
5. If the premises is not cleaned as required at the end of the hire period, cleaning costs will be deducted from your bond accordingly.
6. Hirer must ensure all doors are locked and lights switched off at the end of the hire period.
7. Handbills, posters and other advertising materials are only permitted within the venue.
8. Room decorations are permitted on the condition that they do not damage or mark any part of the venue. Decorations must not present a fire hazard.
9. Hirers are responsible for bearing the full cost in case of a false alarm relating to a fire or security call out.
10. If decorations are not removed, or damage from decorations is caused, the cost of removal will be deducted, as detailed in the security bond section of the hire agreement.
11. Glitter, party-poppers and smoke machines are not permitted.
12. The total number of guests listed must be less than the maximum capacity listed the application. If this term is breached, a fee may be charged as detailed in the security bond section of the hire agreement.

13. Preparation of food and beverages must be confined to kitchen areas. The kitchen must be left clean and tidy and benches wiped down. YWCA Canberra takes no responsibility for the food safety practices of the hirer.
14. Smoking is NOT permitted inside any venue.
15. Alcohol consumption is permitted in accordance with relevant regulations. If hirers provide alcohol or permit alcohol to be consumed at their event, they do so at their own risk. The sale of liquor without a suitable license is illegal and therefore strictly prohibited in any venue.

## Safety and security

### In a life-threatening situation, YOU MUST DIAL 000

Hirers are responsible for the security and safety of themselves, their guests, and the building and general surrounds during the time of hire. Hirers are also responsible for the behaviour of guests at their event.

The hirer must allow unrestricted access to the venue at any time by YWCA Canberra employees, or security/emergency officers. It is the responsibility of the hirer to ensure the provision of first aid is available during the period of hire.

### Infection control

Hirers are responsible for developing and following their own COVID safety plans.

They must supply their own cleaning and hygiene products, such as hand sanitiser and alcohol wipes, and have these available in line with current government requirements.

Any potential COVID-19 exposure must be reported to YWCA Canberra immediately.

### Fire and evacuation

Evacuation diagrams are posted in the foyer outside the elevator doors – stairwells are in the hallways next to the elevators and a copy of the evacuation procedure is listed in the introduction document. If an alarm is sounded, ensure everyone makes their way to the designated evacuation point as quickly and safely as possible.

## Lockdown protocol

In the event of the lockdown alert being called while using the venue, shut all the doors and curtains, sit in the room and wait for a YWCA Canberra employee to give the all clear.

## Triggering alarms

In the event of an unsafe situation occurring in the training area, hirers have the right to sound the alarm located next to the glass door. This must only be done in an emergency that requires calling 000. False, accidental or unnecessary triggering of the alarm will incur several additional fees (enquire for more details).

## Emergency call-out

YWCA Canberra does not operate after hours or on weekends. Hirers should ensure they have everything required for their booking and that keys are collected during business hours.

In case of emergencies, the hirer should contact YWCA Canberra on 02 6185 2000 (during office hours) or Bernadette Carbin on 0412 222 466 (after hours).

Emergencies are classified as:

- hirer cannot gain access to the premises (e.g. key/pass won't work or door lock is broken)
- property or building damage which requires immediate repairs (e.g. window broken and needs immediate repairs to be arranged)
- police or emergency services contacted.

## CONTACT DETAILS

Site: YWCA Canberra  
YWCA House  
71 Northbourne Avenue  
Canberra ACT 2601

Tel: 02 6185 2000

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