

## NATIONAL WINE CENTRE OF AUSTRALIA GUIDE FOR THE UNIVERSITY OF ADELAIDE USERS

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### 1.0 BACKGROUND

This guide has been produced to encourage use of the National Wine Centre for the University of Adelaide functions, and to provide information to the University staff that will assist them in organising those events.

The National Wine Centre of Australia is a prestigious and modern icon of both the City of Adelaide and the University. It is an impressive building with excellent facilities and rooms to suit many different types of meetings and events. With its exhibition, it highlights the importance of Australian wine makers in a worldwide wine context and impact that the University of Adelaide has had on the industry as a result. The National Wine Centre of Australia also reinforces the University's claim to being the premium wine education institution in Australia.

University Users can be classified into three categories:

- > **Timetabled Users** – this use will be booked in through faculty timetable officers and will relate solely to the Facilities that have made prior arrangements with the Centre Management for these bookings. Such booking will be entered into the Syllabus Plus program and manually transferred into the booking system used by the Centre Management (the Events Perfect system) Timetabled Use is available 9:30am to 5pm Monday to Friday (with some exceptions where classes are required to start at 9am or finish at 6pm) and will incur no cost in the relation to set up or pull down of National Wine Centre equipment (i.e. tables and chairs), as detailed above.
- > **Ad Hoc Users** – University Users may lodge a request for ad hoc use with the Centre at [susan.hall@adelaide.edu.au](mailto:susan.hall@adelaide.edu.au) or 8303 3355. The Centre Management will approve such bookings unless no suitable rooms are available at the Centre in the requested period, or it is likely that the University Use will extend beyond the 9:30am to 5pm range of time.
- > **Function Users** – University Users may book the National Wine Centre at market rates outside the 9:30am to 5pm Monday to Friday period. The Centre Management will Endeavour to match any reasonable quote received by a user in respect of similar facilities to encourage use of the National Wine Centre.

The National Wine Centre of Australia is a great facility that University staff have at their disposal.

## 2.0 CENTRE MANAGEMENT

The management contact is Adrian Emeny, Operations Manager and key-booking contact is Ms Susan Hall, Sales & Marketing Manager for the National Wine Centre (Telephone 8303 3355) and email [susan.hall@adelaide.edu.au](mailto:susan.hall@adelaide.edu.au) who is located at the Centre.

## 3.0 HOURS OF OPERATION

The National Wine Centre will be open from 9am to 5pm weekdays and 10am to 5pm on weekends.

The Centre will be open outside the hours to accommodate timetabled classes. In addition, the Centre is available for breakfast functions and evening functions outside of these opening times, by agreement with the Centre Management.

The Centre will not be available for functions on public holidays.

## 4.0 ROOM HIRE

University Users are able to use the National Wine Centre facilities free of charge (i.e. no room hire) during the period 9:30am to 5pm Monday to Friday, and during timetabled blocks. Bookings for University Users may only be made by the University employee with an active University of Adelaide employee email ([name@adelaide.edu.au](mailto:name@adelaide.edu.au)) ("University Users or Users"). University employees must not act as "booking agents" for an outside party.

Rooms will be set up at no charge to University Users where Centre chairs and tables are required in a standard format for the room in question. Set up for water and glasses or table coverings are not provided for University Users. There will be no charge for any multiple set ups required for a single booking, or where water and table coverings required.

Associated or affiliated parties of the University, or those parties seeking room hire as sponsorship, may make a written application to use the Centre incurring no room hire by submission in writing to:

Adrian Emeny  
General Manager  
National Wine Centre of Australia  
CRN. Botanic & Hackney Roads  
Adelaide  
S.A. 5000  
[adrian.emeny@adelaide.edu.au](mailto:adrian.emeny@adelaide.edu.au)

## 5.0 ROOM ALLOCATIONS

Where possible, the Broughton room and the Ferguson room (or a combination of these two rooms together) will be allocated to University Users. Function size or prior bookings may require utilisation of Busby Hall, Kelly's or de Castella's if Broughton and Ferguson are either unsuitable or unavailable.

## **6.0 TOUR OF FACILITIES**

Tours of the Centre Facilities are welcomed as a pre-cursor to booking a function. However, tours should be arranged on an appointment basis by calling the Banquet Sales Office on 8303 3355

## **7.0 CATERING**

Where catering (food or beverage) is required for either teaching or a function by a University User, this catering can be provided to the University User at time of booking. All terms and conditions that will apply are clearly listed on the contract. The terms and conditions of this contract include a cancellation fee that cannot be waived.

The food and beverage packages and menus available for University Users are of the same high standard as available to all users of the Centre.

The National Wine Centre is a fully licensed premise and accordingly no outside food or beverages can be brought on site, without the written approval of the Centre Management.

A café operates daily between the hours of 9.00 am and 5.00pm offering coffee, snacks and meals for Centre users.

## **8.0 EQUIPMENT**

Audio – visual projectors in Busby Hall are available for use by all University Users at no charge. Certain Oenology specific equipment is available to Oenology users at no charge.

## **9.0 PARKING**

Provision is available for University Users to load and unload equipment or materials required for their use of the Centre, at the rear of the National Wine Centre building, entering off Botanic Road (Nth Terrace). However, a limited number of National Wine Centre permits are available for issue at the discretion of the NWC Operations Manager. Requests for a permit must be made through the NWC Operations Manager at least 24 hrs prior to the date of issue.

The permit entitles the holder to park in any plain white lined area within the National Wine Centre Parking grounds provided the permit is displayed clearly on the driver's side dashboard.

The permit does not allow parking in the 15-minute visitor spaces longer than 15 minutes.

University parking permits do not apply to the National Wine Centre parking area and penalties will apply.

Failure to comply with any of the above will result in the issue of an Expiation Notice.

## **10.0 EXHIBITION – Wine Discovery Journey**

The official exhibition will be open 10.00 am and 5.00pm seven days a week and is available for all University Users and the general public to enjoy at no charge. The University encourages the use of the Wine Discovery Journey by all Users in order to promote the Australian Wine Industry, the Centre and the University.

## **11.00 EXHIBITION – Hanging Space**

Exhibition hanging space is available at the National Wine Centre for short-term exhibitions of commercial works. Access to this space can be arranged through the National Wine Centre Banquets office, a simple written request is adequate for this purpose.