Function Facilities
Information Pack

ASMS
c/- Flinders University
Sturt Road
BEDFORD PARK SA 5042

Phone: (08) 8201 5686
Fax: (08) 8201 5685
E-mail: info@asms.sa.edu.au
Web: www.asms.sa.edu.au
**Conference Room**

The Conference Room can be arranged into all of the configurations set out on this page.

The size of the room is 8m x 8m

The room holds:
- Theatre: 50 people
- Hollow Square: 30 people
- U-Shape: 25
- Board Room: 40
- Cabaret: 32

AV Capabilities: Video conferencing, data projector; teleconferencing, over head projector, DVD Player

**Board Room**

The Board Room is arranged as per the diagram. The size of the room is 8m x 5m

The room holds: 12 people

AV Capabilities: data projector; teleconferencing, over head projector, DVD player
Lower Central Common

The Lower Central Common is best for Large Groups—e.g. opening presentation for a Conference

The size of the room is 10m x 15m
AV Capabilities: Data projector; overhead projector, DVD Player, microphones

Whole of School

During school holidays the ASMS is a great place to hold conferences, shows and workshops.

If this is something you’d like to do please contact our functions coordinator.

Computer Suite

The ASMS also has a computer facilities available for any workshops that require participants to use a computer.
Administrative & Technical Support

For all bookings there will be an administrative cost which includes:
- arranging catering, room set up etc.
  $80 (+ GST) for Conference Room bookings
  $110 (+ GST) for Computer Suite
  $200 (+ GST) for Lower Central Common bookings
  $300 (+ GST) for Whole of School

If you require technical support there will be a $50 (+ GST) per hour charge. Charges will be made in 30 minute blocks. This costs includes setting up video conferencing facilities, computer support etc.

Photocopying is available at a charge of 20c (+ GST) per page.

Catering

Basic coffee/tea supplies can be provided for $3.00 pp (+ GST)

We can arrange catering for you from the Flinders University Catering. All costs will be included on your invoice from the ASMS.

Please ask the functions coordinator for a copy of the menu.

You can arrange to use an outside caterer if you wish.

Car Parking

Please see map of Flinders University. The ASMS is building 08 on the map. All car parks are numbered in blue squares.

Four hour parking is available in car park 18 and all day parking is available in car parks 11, 13, 16 and 20. Parking meters are in all car parks. Please ensure you have change with you on arrival.

Booking Arrangements

The Event Requirements form located on the website must be completed and returned to the school 14 days prior to the event.