Room Booking Guide
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General Information about Room Bookings

The Information Centre (Ground floor, Union House) manage the bookings for:

- 2nd floor rooms in Union House
- North Court
- Ground Floor Tables in Union House
- University lecture theatres and tute rooms between 12 – 2 pm. You can make a re-occurring weekly booking before semester starts – keep an eye on the C&S Bulletins for information on how to do that.
- The Lounge (on the Ground Floor near the pastry shop) for after-hours and weekend functions.
- 3rd floor Training Rooms (under special circumstances. See the C&S Coordinator for permission before approaching the Info Centre.
- After Hours University Rooms – clubs can book University rooms on certain weeknights between 5 and 9 pm.

The conditions for booking rooms in the Union are:

- You must have your Club Executive Card and your valid University of Melbourne Student Card. If you are missing one of these, you will have to see the C&S Coordinator first to get permission to make the booking.
- All details must be provided at time of booking in clear and neat print. This includes expected numbers. Please print all details clearly.
- All bookings must be signed-off by Info Centre staff. Without a signature a booking is not valid.
- Please ensure you book rooms of an appropriate size for the event you are holding. Speak to Info Centre staff if you believe you need to book two adjacent rooms and your request may be accommodated.
- If partition doors need to be opened then a written request must be forwarded to Building Attendants prior to the date required. You can email them at BuildingSupervisor@union.unimelb.edu.au.
- The person booking the room takes responsibility for the room during that time.
- Rooms must be left clean and tidy- all chairs and tables MUST be stacked against the walls.
- Clean up after yourselves or risk losing room booking privileges.
• No commercial activities are allowed in these rooms. That is, you cannot buy or sell goods as part of a business venture.

The Conditions for booking University Rooms are:
• You must have your Club Executive Card and your valid University of Melbourne Student Card when booking
• All bookings must be signed-off by Info Centre staff. Without a signature a booking is not valid.
• Clubs must adhere to the suggested room capacity numbers.
• Attendance by club members and other University of Melbourne students/staff only (except in the case of guest speakers or competitions, eg. debating).
• No registration or entry fees.
• Venues must be left in the condition that they were found (including arrangement of furniture) otherwise cleaning services will be charged to the student club.
• There is to be no postage of signage using sticky tape, blu tak, drawing pins, nails or adhesives.

For any events not meeting these conditions, building supervision will be charged to the student club.
Union House Rooms

Rooms on the 2\textsuperscript{nd} floor:

- **Mary Cooke Rooms A and B**: Room A will fit a maximum of 16 people seated and B will fit 12 seated.
- **Joe Napolitano A and B; Graeme Cornish A and B**: Each room fits about 20 seated / 30 standing.
- **International Student Lounge**: booked through UMSU International reception and is available to clubs after hours if not in use by UMSU international.

Clubs have the option to combine all the Joe Nap and Graeme Cornish rooms into one long room. This can only happen after 5pm or on weekends and is only for special events. This is subject to availability. To do this you will need to ask the Info Centre and write a request to the Building Supervisor to get the partitions between the rooms opened.

If your club has over 150 members, you can book two adjoining 2\textsuperscript{nd} floor rooms at any time and have the partition opened to accommodate your event.

Other rooms in Union House:

- **OB Meeting Space**: on the 1\textsuperscript{st} floor of Union House, booked by emailing g.pergl@union.unimelb.edu.au. This small room is ideal for committee meetings.
- **The Lounge**: can be booked for after-hours or weekend use. You’ll need to go to the Info Desk to fill in a form. It’s pretty swanky, has a wide screen TV, comfy couches and desks.
- **Training Rooms**: located on the 3\textsuperscript{rd} Floor of Union House, these rooms are not generally available but if there are no other Union House venues or you need the projector facilities to achieve club aims you may be able to use them. See the C&S Coordinator for a permission voucher.
- **North Court**: We realize this isn’t really a room, but it is a bookable space.
- **Des Connor Room**: can be booked at the Union House Theatre office (1\textsuperscript{st} floor, east end, near the club mailboxes). It can only be booked short-term (for emergencies) as it is a Theatre room. Theatre groups will get preference, and you could be asked to move out if a Theatre group makes a late booking.
Note: access to the **Des Connor Room** is from outside Union House on the Ground Floor, opposite Concrete Lawn and the Baldwin Spencer building.
Rooms available for hire in Union House include:

- Grand Buffet Hall (capacity: 400 standing / 200 seated)
- Private Dining Room (capacity: 60 standing / 30 seated)
- Raymond Priestly Room (capacity: 60 standing / 30 seated)
- Ante Room (capacity: 60 standing)

### Hire Charges

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<thead>
<tr>
<th>Room</th>
<th>Rate</th>
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<tr>
<td>Grand Buffet Hall</td>
<td>$500.00 per day</td>
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<tr>
<td>Private Dining Room</td>
<td>$100.00 per day</td>
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<tr>
<td>Ante Room</td>
<td>$100.00 per day</td>
</tr>
<tr>
<td>Raymond Priestly Room</td>
<td>$100.00 per day</td>
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Please note:

- These discounted rates apply to UMSU affiliated clubs & societies only.
- These rates do not include room set up & pack down.
- These rates will include 1 Functions at Melbourne staff member who will be available to assist during the hire period.
- Any event that involves the service of alcohol will require the engagement of 130 Degrees staff. This will incur an extra charge.
- Tables, chairs, pin boards etc. will incur no extra charge except in the instance of damages.
- Any damage or uncleanliness caused or left will incur charges – the amount will be calculated by the 130 Degrees staff & management.
- The discounted rates are for full day hire. If you need to book a room for a period less than one day, please contact 130 Degrees to discuss your options.

If you want to have food or alcohol in any of these rooms you will have to use the 130 Degrees catering service – they do not allow external caterers or self-catering. On the upside, their food is pretty good, and they have a budget menu just for clubs.

Email [enquiry@130degrees.com.au](mailto:enquiry@130degrees.com.au).
After-Hours and Weekend Use of Union House

Union House Opening Hours

During Semester

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<tr>
<td>Building Hours Monday-Friday</td>
<td>7:30am – 9:00pm</td>
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<tr>
<td>Building Hours Saturday</td>
<td>11:30am – 5:00pm</td>
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<tr>
<td>Building Hours Sunday</td>
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Off Semester

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If you want to hold your event outside of Union House opening hours you will have to pay an extra cost to cover cleaning and security. Make your booking at the Info Centre and advise the Building Supervisor. Security is about $40 per hour for 1 Security Guard.
University Room Bookings

All University room bookings between the hours of 8 am and 5.15 pm weekdays are free of charge for UMSU-affiliated clubs. Also some rooms can be booked after hours (5:15 – 9:15) and on Saturday during the day free of charge.

Bookings for Weekday Lunchtimes, and the free bookings After Hours and Saturdays can be made at the Info Centre.

For daytime bookings outside these times, or for a regular booking, email venue-management@unimelb.edu.au. They might find you a permanent booking for the whole semester if you get in early.

If you want something after hours, or on the weekend, fill in the forms at http://www.services.unimelb.edu.au/venuehire/clubs/clubapp.html.

After hours or on the weekend you will have to pay Building Supervision Fees. **Be very clear that you are a Union-affiliated club when making your booking to avoid any additional venue hire fees.**

When an event has an entry fee or if it is not primarily run for students and staff of the University of Melbourne you will be asked to pay Venue Rental fees. This can be anything from $180 for a Tutorial Room, to $1800 for a large lecture theatre.

You can **apply for a waiver** of the Venue Rental fees if you can demonstrate that the event is of strategic benefit to the University, or that the entry fee is only for the purpose of covering the Building Supervision fees (budget required). There is an Administration fee for the waiver ($200 + 10% GST for a single venue or $400 + 10% GST for multiple venues). Email venue-management@unimelb.edu.au for more information about the waiver and for assistance calculating the total costs of your booking.

Rooms should be open when you arrive and AV equipment is accessed via the touchscreen panel on the lectern. You can log on to computers with your University username and password.
University Room Bookings: Building Supervision Costs

The fee waiver does not apply to Building Supervision costs.

Building Supervision Fees (accurate at time of printing) are:

**Weekdays:**
- Events finishing by 8 pm: $300 + 10% GST
- Events running after 8 pm: $300 (until 8pm) + $70 per hour (or part thereof) until completion of booking + 10% GST

**Saturdays, Sundays, Public Holidays or University Holidays:**
- Events for 4 hours or less: $260 + 10% GST
- Events longer than 4 hours: $345 (for first 5 hours) + $70 per hour (or part thereof) until completion of booking + 10% GST

The Building Supervisor will arrive and unlock the venue(s) just prior to the stated start time of the booking. If you require the venues to be unlocked earlier than this, please notify Venue Management so that they can amend the access time of your booking.

A security charge of $70 + 10% GST per hour (or part thereof) is applicable if the booking exceeds the stated end time.

**Cleaning fees**

All rooms are cleaned every weekday morning, but if you need cleaning before an event, you can request extra cleaning. The cost depends on the time of day, whether it’s weekday or weekend, the size of the room and how much cleaning you want done.

For the most recent prices available, please go to:


Email venue-management@unimelb.edu.au for more information.
Holding an Event Off-Campus

If you can’t find a venue or there are no suitable facilities on campus, you can have an event off-campus. To qualify for a grant to help with Venue Hire costs you will have to provide:

- An explanation why you can’t have the event on campus.
- A Certificate of Currency (Public Liability) from the venue where you will be holding your event.

Certificate of Currency

A Certificate of Currency is a document issued by an insurance company to the insured entity that details the insurance cover, and any exclusions.

The University and UMSU require that when a club holds an off-campus event a Certificate of Currency for Public Liability is obtained from the Venue. This is required to ensure that should negligence occur on the part of the venue the club will be able to seek payment of damages. Additionally - while it does not remove the Executive’s duty of care - it ensures the club, and in turn the Union, will not be held liable for negligence on the part of the Venue.

In certain rare cases we may waive this requirement (eg. an event at a known insured venue, or an organisation where liability could be covered from company resources). Consult with C&S about this.

To assist you in explaining the Certificate of Currency to (uninformed) venue managers you can collect a letter from the C&S Office. Also, if it’s a common place for venue hire, you can check if we already have a copy.

And remember, threatening not to hold your function at the venue usually elicits a quick response form otherwise uncooperative staff!
Other Options to Find a Venue

Approach University Building Managers: each building on campus has an individual Building Manager. They often don’t mind well-behaved clubs who are prepared to clean up after themselves using the building. They may want you to pay for extra security, however if it’s a building that is open 24 hours (and you have a swipe card) you might get lucky!

Ask a Faculty directly: Some faculties are fine with you using their space – and there may be no Building Supervision charges.

If you have difficulties, please come and see us!
Email: clubs@union.unimelb.edu.au
Phone: 8344 4834

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