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| Event Support Student Bookings| 2 May 2023 |

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| In this GuideDo we need Event Support?Event Support Required Specialised VenuesEvents requiring powerWhat does it Cost?Do you have someone with First Aid training present?—Get in touchTeam Lead (Event Support)University ServicesEnvelopeevent-support@unimelb.edu.auReceiver8344 8337 |

# Do we need Event Support?



No Event Support Required

Student groups will no longer require event support for bookings:

1. that are between 08:00 - 21:00 Monday to Friday, or 09:00 - 17:00 Saturday and Sunday, excluding Public Holidays; ***and***
2. require **no** additional equipment/furniture (such as trestles, panel chairs etc) for the event.

Microphones may be supplied upon request – call 834 **40777** to book.

## Venue locked?

Call 834 **40777** for assistance

# Event Support Required

An Event Support Officer will be required for student group bookings if any of the following applies.

1. Booking start or finish outsidele of the times in the **No Event Support Required** section
2. Event is on a University Public Holiday
3. Additional furniture (such as trestles, panel chairs etc) are required for the event
4. Event will be serving alcohol (additional requirements below)
5. 50% or more of the audience are external to the University of Melbourne
6. Event is deemed to be of high risk with controversial topics/speakers; or
7. Event is held in one of the specialised venues on campus.

## Service of Alcohol

For the service of alcohol, a member of the student group organising the event must have a valid RSA (Responsible Service of Alcohol) certificate AND be in attendance during the event.

Prior to confirmation of booking a copy of the RSA is to be provided to the Event Support team.

Photo ID of the RSA holder will be required to be sighted by the Event Support Officer prior to the commencement of the event. No alcohol may be served during the event, if a valid RSA and photo ID cannot be produced when requested.

## Venue Cleaning

Post event venue cleaning is mandatory for any event providing catering.

Additional bins are also required to dispose of catering waste.

Specialised Venues

The University of Melbourne has several specialised venues where an event support officer may be required. For events, where Event Support is deemed not necessary, the student group is responsible for ensuring the venue is cleaned and reset after the event. Failure to do so or if complaints are received, the student group will incur a fee.

**Wilson Hall:** Event Support is mandatory for any events held in Wilson Hall. Hire of Wilson Hall will also incur additional costs if furniture and/or AV equipment is required.

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| Furniture/Equipment | Costs | Supplier |
| 100 chairs or less | $255 (Ex GST) | Unimelb |
| Between 100 to 300 chairs | Approx $3,200 (Inc GST) | External Supplier |
| Between 300 to 400 chairs | Approx $4,100 (Inc GST) | External Supplier |
| 5m projection screen and projector(1 day hire, including setup and pack down) | Approx $1,500 (Ex GST) | External Supplier |
| Up to 6 additional microphones  | $300 (Ex GST) | Unimelb |

**Yasuko Hiraoka Myer (YHM) Room, Sidney Myer Asia Centre:** Event Support is negotiable, depending on the event requirements. Billing information is required to confirm booking. Venue has 100 chairs available and where event support is not booked, student group will be responsible for the setup and pack down of furniture.

**Open Stage, 757 Swanston St:** Event Support is negotiable, depending on the event requirements. Billing information is required to confirm booking.

Events in space requiring power

Student group bookings in outdoor spaces requiring power will need to engage an Event Support Officer to assist with assessing the requirements and where required will organise for an electrical contractor to attend.

This service will incur an $85 per event for the Event Support Officer. There may be additional fees charged by the electrical contractor.

Please submit request with at least 10 days notice. Last minute requests may not be possible to be accommodated.

**To request this service**:

1. Call 8344 0888 and selection option 2.
2. Advise the operator that you are a student group running an event in a space where you require power.
3. Provide date and location of event.
4. Provide billing information:
	1. Name of student group
	2. Billing address
	3. Contact name, mobile and email address
5. A member of events team will be in contact prior to your event to discuss your requirements.

*Where billing or contact information (including mobile number) is not provided, the request for power cannot be fulfilled.*

Event Support charges cover the cost associated with rostering a team member to work.

## Minimum booking

Weekday (excl Public Holidays): Minimum 3 hour

Weekend/Public Holiday: Minimum 4 hour

## Rate card

Weekday: $85 per hour

Saturday: $95 per hour

Sunday/Public Holiday: $115 per hour

Contact us for more information

What does it cost?

Event Manager and Risk Assessment



Event Manager will be responsible for a thorough event risk assessment, especially when events include external people, or speakers/topics that may be controversial.

Photo: Peter Casamento