

Events Management Procedures

Student and Campus Living
Victoria University of Wellington

1. Purpose

These procedures establish a set of standards and protocols for the management of Events held within the University precincts and/or Events supported and sponsored by the University. The aims of these procedures are:

- a) To ensure all such Events are consistent with the University's vision, mission and strategic plan; and
- b) To minimise the University's exposure to all levels of risk, in particular, public profile, legal, commercial and personal safety.

2. Organisational Scope

These are University-wide procedures. They apply to Events held within the University's precincts and all Events managed or supported by the University in non-University environs.

3. Definitions

For purposes of these procedures, unless otherwise stated, the following definitions shall apply:

Events: Are external, internal, sponsored and student events, including but not limited to:

- (a) Functions, visitor hosting.
- (b) Ceremonies, launches, exhibitions.
- (c) Conferences.
- (d) Workshops, seminars, public lectures.
- (e) Performances, cultural and recreational activities, concerts.
- (f) Events where alcohol is supplied.

They do not include:

- (a) Timetabled teaching.
- (b) Coursework.
- (c) Student support.
- (d) Internal business meetings of less than 2 hours duration.

External Events: Are carried out in the name of a non-University entity and are aligned with the University's objectives of undertaking teaching and research to maintain, disseminate and advance knowledge.

Internal Events: Are those organised by, carried out in the name of, and primarily funded or underwritten by, official University entities (including Uni Ventures Ltd, and Victoria University of Wellington Foundation) for the benefit of staff, students, prospective students, alumni, donors, local community, and friends of the University consistent with that University entity's operational plan.

Sponsored External Events:	These are external events that an official University entity has agreed to support financially or in kind, e.g. academic conferences. These may be carried out in the name of the external entity alone, or in association with the Victoria University of Wellington brand.
Student Events:	These are public or social occasions, which are organised, by Clubs or VUWSA.
Special Spaces:	These are spaces, which are able to be booked subject to a special approvals process from the space 'owners', and are generally not included in the teaching timetable. Such spaces include (but are not limited to): <ul style="list-style-type: none"> (a) Te Herenga Waka Marae (b) The Victoria Room (c) Adam Art Gallery (d) Student Union Building (e) Recreation Centre (f) Halls of Residence (g) Stout Research Centre (h) Hunter Council Chamber (i) Hunter Common Room
University	Victoria University of Wellington
VUWSA	Victoria University of Wellington Students' Association

4. Procedure Content

4.1 One-off Room Bookings for Events

- (a) Campus Living manages all one-off room bookings for events with the exception of some special spaces.
- (b) Campus Living shall liaise with the appropriate University agencies to ensure that all spaces required for events are booked and the relevant protocols are adhered to.
- (c) After taking into consideration teaching requirements, priority shall be given to Campus Living for event bookings for trimester three, and for identified nonteaching/non-examination/non-maintenance times during the year (refer to the Course Scheduling and Constraints Policy).

4.3 Internal Conferences

- (a) Coordination support for internal conferences is provided through [Engagement Advisor - Conferences](#)

4.2 General

- (a) Campus Living shall apply a commercial approach to renting space to external entities and a cost recovery approach to space for internal entities unless a signed Venue Hire Waiver is received. The charging basis for sponsored external events shall be determined on a case-by-case basis. A list of rates for both commercial and

cost recovery shall be published annually. Direct costs associated with the venue hire shall be on-charged. (Such as cleaning and security if required)

- (b) Campus Living shall ensure that all specific risks are assessed and escalated to the Director of Student and Campus Living, the Chief Operating Officer, or Vice Chancellor as required.

4.3 Student Events

- a) Clubs and VUWSA are responsible for ensuring all student events are managed in a manner consistent with the policies and procedures of the University and its legal requirements.
- (b) All student events must be booked through the relevant booking processes and require VUW Health and Safety and operational risk assessment processes.

4.4 Events with Alcohol

- (a) The University recognises its responsibilities in allowing the safe sale, supply and consumption of alcohol for events and on its premises.
- (b) The University is committed to minimising alcohol related harm caused by excessive or inappropriate use.
- (c) Campus Living is responsible for ensuring a risk-based oversight of the sale, supply and consumption of alcohol and for compliance with the Sale and Supply of Alcohol Act 2012 and Wellington City Council alcohol licensing regulations.
- (d) An application to hold an alcohol event must be completed. This forms the basis for a risk assessment.
- (e) A procedure guideline is attached for reference.

4.5 Responsibilities of Campus Living

- (a) Campus Living undertakes the following key roles:
 - i. management of venue hire process
 - ii. external conference venue bookings
 - iii. oversight of alcohol functions on campus
 - iv. general function guidance including equipment hire and security.
- (b) Campus Living works with all agencies within the University to ensure smooth and clear communication regarding events and will ensure consistency with all University statutes, policies, procedures and guidelines.
- (d) All events must be notified to Campus Living (prior to taking place), including all events where alcohol is available for sale, supply and consumption.

4.5 Special Spaces

The 'owners' of special spaces are required to manage events in a manner consistent with this policy.

5. References

Procedure to Hold an Alcohol Function on Campus
Children on Campus Policy
Conduct Policy
Student Conduct Statute
Timetable Policy
Previous version: Events Management Procedures

6. Appendices

None

7. Approval Agency Director

8. Approval Dates

These procedures were originally approved on: June 2005

This version was approved on: 14 January 2019

This version takes effect from: 1 February 2019

9. Contact Person

The following person may be approached on a routine basis in relation to these procedures:
Associate Director Campus Living Extn: 6714

