



Victoria Clubs Room Booking Form

Club/Group Name: _____ Contact Person: _____
Email Address: _____ Phone Number: _____

Activity/Event Details

Activity/Event Name: _____

Activity Type: [Enter Activity Type](#) _____

(if event is chosen has a RAM been provided [Yes/No](#))

Activity/Event Description:

Activity/Event Date: [Enter Activity/Event Start Date](#) _____

Activity/Event Finish Date (if Multiple Date Event): [Enter Activity/Event Finish Date](#) _____

Activity/Event Time(s): Start Time _____ am/pm

Finish Time _____ am/pm

(Time must include set up and pack down)

Expected Number of attendees: _____

Is this a reoccurring booking? [YES/NO](#) If Yes, select frequency [Choose Frequency](#) _____

If yes is answered to any the below questions we will follow up with an email.

Will food be served? [YES/NO](#) If Yes, please advise type of food provided: _____

Will alcohol be served? [YES/NO](#) If yes, Vic Venues will need to be contacted and a Duty Manager provided

Any specific equipment required or special requests? [YES/NO](#)

If Yes then state requirements:

Room Booking Details

(Click on the triangle of the building you want to book in to view the rooms)

Student Union Building

Room	Capacity	Room contains	Preference rating (1 best – 8 worst)
SU217	35	Chairs, tables, Full AV	
SU218	35	Chairs, tables, Full AV	
SU217/SU218 (Combined)	70	Chairs, tables, Full AV	
SU219	12	Chairs, tables, Full AV	
SU220	12	Chairs, tables, Full AV	
Memorial Theatre Foyer	50	Chairs, tables.	
Memorial Theatre	320	Lecture Theatre, Full AV.	Without Technician
			Technician Required

Kirk Building

Room	Capacity	Room contains	Preference rating (1 best – 8 worst)
KK202	48	Chairs, tables, Full AV	
KK203	23	Chairs, tables, Full AV	
KK204	36	Chairs, tables, Full AV	

The HUB

Room	Capacity	Room contains	Preference rating (1 best – 8 worst)
Lounge (Level 3)	16	Limited Chairs & tables	
Foyer (Level 2)	200	Limited Chairs & tables	
Main (Ground Floor)	500	Limited Chairs & tables	
Beaglehole Courtyard	400	Power outlets	

Pipitea Campus

Room	Capacity	Room contains	Preference rating (1 best – 8 worst)
Law Students Common Room	40	Chairs, tables, kitchenette	

Boyd Wilson Complex

Room	Capacity	Room contains	Preference rating (1 best – 8 worst)
Seminar Room (BW101)	40	Chairs, tables, kitchenette	

Salamanca

Room	Capacity	Room contains	Preference rating (1 best – 8 worst)
Tennis Pavilion	30	Chairs, tables, kitchenette	

Request for specific Rooms on campus

Building	Room		

Victoria Recreation

RECREATION SPACES

Recreation Centre (Kelburn Campus)

Room	Capacity	Room contains	✓
Main Gym (Full)	150	Badminton, Netball, Basketball, Volleyball markings. Nets and Hoops.	<input type="checkbox"/>
Main Gym (Half)	75		<input type="checkbox"/>
Dance Room	60	Room length mirror, stage, fans, music	<input type="checkbox"/>
Long Room	60	Fans, bouldering wall, small mirrors	<input type="checkbox"/>

Boyd-Wilson Complex

Room	Capacity	Room contains	✓
Boyd-Wilson Field (Full)	200	Football, Rugby, League markings, lights	<input type="checkbox"/>
Boyd-Wilson Field (Half)	100		<input type="checkbox"/>
Boyd-Wilson Arena	100	Football markings, goals, lights	<input type="checkbox"/>

Salamanca

Room	Capacity	Room contains	✓
Salamanca Tennis Courts	300	Tennis and netball markings	<input type="checkbox"/>

Pipitea Campus

Room	Capacity	Room contains	✓
Fitness/Group Exercise Room	15	Room length mirror, stage, fans, music	<input type="checkbox"/>



General Booking Terms & Conditions

1. This form must be completed in full. No booking is confirmed until notified by the University. Groups (which include VUWSA, Rep Groups and VUW Clubs) will be normally advised by email of booking confirmation.
2. The group is responsible for ensuring current contact details are provided to the University. Campus Operations accepts no responsibility for failed communication if group contacts are incorrect or out of date. The group is responsible for ensuring all group members are aware of the booking terms and conditions. A dedicated Clubs Noticeboard has been erected on Level 1, Student Union Building to enable Student Groups marketing and promotion.
3. Booking Forms must be received no later than one week prior to the booking (Monday to Saturday). No late requests will be accepted.
4. Student Groups are entitled to a maximum of 3 hours (peak time) of free bookings per week within the Student Union Building during the standard opening hours of Trimesters 1 and 2. Additional hours of use may be charged at an hourly rate and will be considered on a case by case basis.
5. Bookings for Student Union Building venues will be accepted for Trimesters 1 and 2 only. Where the group fails to turn up for a regular booking more than *twice*, any future bookings may be cancelled. Student Groups may be charged venue hire when events occur regularly outside of scheduled times listed above. All bookings outside of normal opening hours will incur a charge for staff supervision. These will be advised upon confirmation of booking.
6. Booking times must include setup and pack down, make sure you allow for this.
7. Where notice of cancellation has not been given, full hire fee will be charged. Cancellations must be received in writing seven days before your event.
8. The University will allocate rooms based upon size and demand. If it is noted group numbers are lower than stated, the University reserves the right to reallocate rooms or cancel bookings where applicable. The University will take all practicable steps to ensure groups are notified of changes.
9. Use of University portable equipment may require the payment of a \$100 refundable bond prior to the provision of any equipment. The bond will be retained where damage or loss occurs while the equipment is in the Student Group's care. The University shall not be liable for any loss or damage to equipment and property belonging to the hirer.
10. Groups may not make bookings on behalf of external (non-VUW) Groups, or individuals who are not students of VUW for any VUW facilities including the Student Union Building. This includes churches, politicians, political parties, unions, commercial operators, or for fundraising purposes for third parties. External bookings will be managed through VicVenues and charged at the University hire rate for external clients.
11. VUWSA may assign its free access rights for 5 events for National Student Bodies each calendar year (no event shall last longer than 4 days). These bookings will be managed through VicVenues. A National Student Body is an external student-governed Group of which VUWSA is a member.
12. No alcohol is to be consumed at this venue unless permission for alcohol has been approved as per the University Alcohol on Campus Policy prior to confirmation of the booking.
13. All University users are expected to leave the facility in an acceptable state. All furniture must be placed away in the same position it was found. Any damage must be reported to University Staff prior to departure. Any damage or excess cleaning will be charged back to the group. Group bookings may be cancelled if damage is excessive or regular in nature.
14. The Memorial Theatre is only available for groups after 4pm or weekends during term time. Bookings may incur charges if technical support or specialist equipment is required, if a bar service is required, or if the request is for times outside bookable hours.
15. The individual making the booking must be present for the booking itself. If this is not possible, all booking responsibilities, conditions and guidelines must be passed on to an appropriate leader with the booking group. The VUW bookings coordinator must also be notified of this change.

The University reserves the right to request groups to immediately leave the booked venues if any of the listed conditions are breached or if, in the interests of fairness and equity, other students or Student Groups raise a complaint regarding a booking.

I have read and agree to the terms and conditions of using the VUW Student Union Building and associated venues for my group and will ensure members are aware of these terms and conditions.

Signed: _____

Date: _____