
Events Management Procedures

Facilities Management Policy Group

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.

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 VicLink Ltd, the VUW Alumni Association and VUW 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 VUW brand.
Student Events:	These are public or social occasions, which are organised, by the Victoria University Students' Association and its affiliates for students
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 and Recreation Centre(e) Halls of Residence(f) Stout Research Centre(g) Hunter Council Chamber(h) Hunter Common Room(i) The Ako Pai Marae

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4 Procedure Content

4.1 One-off Room Bookings for Events

- (a) VicVenues manages all one-off room bookings for events with the exception of special spaces.
- (b) VicVenues shall liaise with the appropriate VUW agencies to ensure that all spaces required for events are booked and the relevant protocols are adhered to. The relevant protocols are outlined in the [Event Management Guidelines](#) published by Communication and Marketing.
- (c) After taking into consideration teaching requirements, priority shall be given to the VicVenues for event bookings for the summer trimester, and for identified non-teaching/non-examination/non-maintenance times during the year (refer to the [Timetable Policy](#)).

4.2 General

- (a) The Victoria Venues and Function Centre (VicVenues) shall apply a commercial approach to renting space to external entities and a cost recovery approach to space for internal entities. 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.
- (b) VicVenues shall ensure that all specific risks are assessed by the appropriate manager in the first instance and then escalated to the Director of Facilities Management, the Deputy Vice-Chancellor or Vice Chancellor as required.

Risk	Assessor
Commercial	Manager, Student Union
Health and Safety	Director, Human Resources
Legal	General Counsel
Manaaki Tangata	Pro Vice-Chancellor (Māori)
Public Profile	Director Communication and Marketing

4.3 Student Events

- (a) The Student Union is responsible for ensuring all student events are managed in a manner consistent with the policies of the University and its legal requirements.
- (b) All student events must be booked through the Student Union.
- (c) Student event protocols, booking forms and checklists are available from the Student Union.

4.4 Responsibilities of VicVenues

- (a) VicVenues undertakes the following key roles:
 - (i) venue hire for internal and external clients;
 - (ii) conference management services, including registration and financial reporting;
 - (iii) management of the Liquor licenses held by the University, including the licensed premises on campus; and
 - (iv) general function support including equipment hire, catering and security.
- (b) VicVenues works with all agencies within the University to ensure smooth and clear communication regarding events and will ensure consistency with all VUW statutes, policies, procedures and guidelines.
- (c) VicVenues provides primary support to internal entities, and operates in a manner consistent with the core business of teaching, research and community services.
- (d) All events must be notified to VicVenues (prior to taking place).

4.5 Special Spaces

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

5 References

[Alcohol on Campus Policy](#)

[Children on Campus Policy](#)

[Conduct Policy](#)

[Student Conduct Statute](#)

[Timetable Policy](#)

Previous version: [Events Management Procedures](#)

6 Appendices

None

7 Approval Agency

Director, Facilities Management

8 Approval Dates

These procedures were originally approved on: June 2005

This version was approved on: 12 May 2008

This version takes effect from: 12 May 2008

9 Contact Person

The following person may be approached on a routine basis in relation to these procedures:

Manager Student Union

Extn: 6713