

## Greenhouse Room Booking Terms & Conditions

These terms and conditions apply to all rooms that are available to be booked in the Greenhouse.

The rooms are provided as venues for student events that contribute to the UNSW community. Free Greenhouse room hire is only available to Arc-Affiliated clubs (not individual Arc members or students). Individual student hirers should contact Greenhouse staff directly – see contact details below – and will be charged a discounted member rate.

The following table outlines rooms available;

	Room	Booked Through	Availability	Capacity
Greenhouse	The Shed Room 1	Roundhouse Reception	9AM – 9PM In session	125
	The Shed Room 2		9AM – 6PM out of session	83
	The Shed Room 3			83
	The Shed Room 4			125
	The Deck Bar	Roundhouse Event Enquiry Required	Available upon request	400
	Pavilion Bar			250
	The Gazebo			84

No persons under the age of 18 are to be in the venue after 5PM.

The Greenhouse also hires out the (Pavilion Bar, The Gazebo and The Deck Bar) for large scale events. These events require a detailed written proposal from your club submitted to the Greenhouse for consideration. If your event has been approved, Arc’s Event staff will meet with you to assist in planning and co-ordinating details for your event.

1. Where a room booking is made for a club event, the club must be affiliated or provisionally affiliated with Arc at the time of the booking and on the date of the event.
2. Hirers using rooms must have a copy of their booking confirmation on hand (this can be hard copy or on a mobile device)
3. Hirers must comply with Arc’s Work Health and Safety Policies and Procedures. All electrical items used **MUST** be tagged and tested by an Arc Staff member prior to a booking.
4. Hirers must leave the room in a tidy condition. Rooms left in an unclean condition may attract a cleaning fee starting from \$50. The hirer will be held responsible for damage to rooms that occur in the course of their booking.
5. Arc provides these rooms to Clubs and Arc members for a subsidised fee to support student life. Clubs, group of students and individuals may not book rooms on behalf of any third-party (including other Clubs, groups of students or individuals)
6. If an outside company is involved in the event, the hirer **must** provide these details to Arc, who will determine if any commercial hire fees should apply.
7. Clubs may charge an attendance or participation fee for their event only with the intention of covering costs. Clubs must disclose the amount of their attendance or participation fee at the time of making the booking. Arc (at their discretion) will decide how to proceed.
8. Bookings can be made up to a semester in advance.
9. Clubs are limited to a total of 5 hour room usage per week. Depending on availability, Arc Venue may be able to extend this cap on a case-by-case basis for Greenhouse Rooms, and Arc Clubs Staff may extend this cap on a case-by-case basis for rooms located at the Arc Offices in Basser College. In making these exceptions, Arc will take into account previous dealings between the Club and Arc,
10. as well as any other relevant factors (e.g. the aims and objective of the Club).
10. Light snack foods (e.g. chips and lollies) can be consumed in the rooms, but the hirer must tidy up after themselves.
11. **No hot food** can be brought into the venue and hirers may not use their own equipment (e.g. microwaves) to reheat food for consumption within the venue. In order to comply with food safety regulations, only hot food supplied by approved Greenhouse Vendors may be consumed in the Greenhouse. Arc Venue must be informed about the intention to use this supplier.
12. All beverages including juice and soft drinks must be purchased from the Greenhouse Bar. Please contact Arc Venue to organise this at special Clubs prices.
13. Bookings are generally available between 9am and 9pm weekdays during session. Outside of these hours’ security and staffing costs may apply. All hired equipment must be returned and signed in at the end of the booking.
14. Roundhouse equipment hire costs may apply. The Student Development Department has some equipment available for Clubs use.
15. Clubs who do not comply with these Terms and Conditions will have their booking rights suspended for up to twelve months and/or be charged the commercial rate for room usage.
16. 75% of the attendees/audience must be enrolled students of UNSW or alumni, proof of identity (student card) may be required.
17. No amplified performances are to take place in the venue; any club in breach of unreasonable noises will lose their Arc affiliated booking privileges. Please check with venue staff if you have any questions regarding this. The Shed is made up of four rooms where the walls are dividers, meaning you will be able to hear neighbouring rooms noises as well. Please keep this in mind when booking a room at the Greenhouse.

*Note: These Terms & Conditions are subject to change at the discretion of Arc. If you are unsure about these Terms & Conditions, please contact Greenhouse Event Staff.*

**Roundhouse Reception**  
T 02 9385 7630  
E [venue@arc.unsw.edu.au](mailto:venue@arc.unsw.edu.au)

**Venue Enquiry**  
T 02 9385 7687  
E [l.goydych@arc.unsw.edu.au](mailto:l.goydych@arc.unsw.edu.au)

THE ROUNDHOUSE’S HOME AWAY FROM HOME

