

23. Location and Equipment Bookings

Arc Spaces

Arc has several spaces available for Clubs to hire. Hirers may not use the Arc Rooms for direct financial gain, including conducting music lessons, however Clubs using the rooms for rehearsals may pay fees to external parties such as conductors.

Greenhouse (Roundhouse Temporary Facility)

During 2017, Arc will be using a temporary facility on the Village Green called the Greenhouse while the Roundhouse undergoes renovation and refurbishment works. Use this form for bookings.

Free Greenhouse room hire is offered for the locations listed below and is only available to Arc-affiliated Clubs (not individual Arc members or students, unless booking for an IGM). Individual student hirers should contact Venue staff directly (venue@arc.unsw.edu.au) and will be charged a discounted UNSW rate.

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

Location	Spaces	Booked Through	Availability	Capacity
Greenhouse	Room 1	Arc Venues & Events	In Session: Mon-Fri 9am-9pm	125
	Room 2			83
	Room 3		Out of Session:	83
	Room 4			125

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.

Location	Capacity
The Deck Bar	400
Pavilion Bar	250
The Gazebo	84

Arc Offices

Room Location	Room	Booked Through	Availability in Session	Capacity
Arc Offices (Basser College)	Training Room 1 (sml)	Arc Reception (Basser College)	Mon-Fri 8:30am-5pm	10
	Training Room 2 (lrg)			25
	Dance Studio		Mon-Fri 8:30am-6pm	15
	Music Room 1 (lrg)			5
	Music Room 2 (sml)			2

The Training Rooms can be combined for use as one larger space. They can only be used for events such as meetings or presentations, not rehearsals or other activities that may cause disruption to the adjacent office space.

Clubs Bookings for Arc Music and Dance Rooms are limited to five (5) hours per Club per week. Depending on availability, Arc Clubs Staff may be able to extend this cap on a case-by-case basis.

How to Book an Arc Space

Bookings can only be submitted by the Club Executive via Orgsync in the Forms Section.

1. Booking applications must be submitted at least seven (7) days in advance of your event. Applications that fail to adhere to this requirement may be considered depending on availability, but notification of the application outcome may not be sent until the day before the event.
2. Go to your Club Orgsync Portal and begin the 'Arc Room Bookings - Clubs' Form.
3. Read through the Terms and Conditions on the first page of the form and then click 'Begin Form'.
4. Select your Club from the drop-down menu and click 'Next'.
5. Fill in all required fields of the form.
6. Select desired Location (either Greenhouse or Arc Offices) and choose the room/s that you need for your booking.
7. Agree to the Terms and Conditions before submitting your application.
8. Your application will be assessed by Arc Clubs staff and (depending on your affiliation status) will be sent through for final processing.
9. You will receive an email confirmation from Arc or Greenhouse Staff. Please print a copy and bring it with you on the day. If you have not received a confirmation email then you do not have the booking. Make sure to check your junk mail inbox as well for confirmation emails.

At any point in time you may press 'Save & Finish Later' at the bottom of the form to pause your submission. To go back to your submission, visit the 'Forms' Section and click the 'View My Submissions' button on the right.

Catering

The Greenhouse also offers catering options for functions held in The Greenhouse. These must be booked at least three (3) days in advance. All beverages including juice and soft drinks must be purchased from The Greenhouse Bar. Any bookings that require bar service must be negotiated directly with the Venues Office (venue@arc.unsw.edu.au) at least two (2) weeks in advance before lodging your Orgsync booking form.

In order to comply with food safety regulations, Clubs are not allowed to bring in any external food in to any Greenhouse or Arc Rooms (other than light snacks such as chips or lollies). This includes any hot foods that have been purchased outside of The Greenhouse.

Room Bookings – UNSW (CATS Rooms)

There are over 250 Centrally Allocated Teaching Spaces (CATS) on campus and many are available for Clubs to use. Major theatres such as the Science Theatre will incur a cost to hire, but most classrooms and many smaller theatres are available for Clubs to use free of charge. The [UNSW Venues and Events Webpage](#) provides details of CATS rooms on campus.

How to book a CATS Space

Only Club Executives are able to submit booking requests on behalf of their Club. To book a CATS space, you must submit the 'UNSW Venues & Events/CATS Room Bookings' form on OrgSync.

These are the steps you will need to take:

1. Booking applications must be submitted at least seven (7) days in advance of your event. Applications that fail to adhere to this requirement will be denied.
2. Go to your Club Orgsync Portal and choose the 'UNSW Venues & Events/ CATS Room Bookings' form.
3. Select your Club from the drop-down menu and click 'Next'.
4. Fill in all required fields. Be sure to include a description of your proposed event if your event will involve any external (i.e. non-Club members/non-UNSW students) guests. If so,

include who they are and the role they will be playing in your event. If you are receiving sponsorship for your event, include this in your form as well.

5. Submit your booking application. Your application will be assessed by Arc Clubs staff before being sent on to UNSW CATS Staff to review (depending on your affiliation status).
6. You will receive an email confirmation from UNSW CATS Staff. Please print a copy and bring it with you on the day. If you have not received a confirmation email then you do not have the booking. Please allow for at least five (5) to seven (7) working days for your confirmation email before contacting Arc staff about the status of your booking.

At any point in time you may press 'Save & Finish Later' at the bottom of the form to pause your submission. To go back to your submission, visit the 'Forms' Section and click the 'View My Submissions' button on the right.

Be aware that Clubs cannot transfer or book on behalf of any other student organisation or third party, including event sponsors. Additionally, any event that has sponsorship is required to pay for venue hire. Any Club that breaches this condition will have all booking privileges withdrawn.

Ensure that you leave the room as you found it. Food and beverages are not permitted inside any CATS space without the expressed permission of CATS UNSW.

All Clubs are expected to adhere to CATS Booking Terms and Conditions. Any breaches to those rules may result in your Club's access to bookings being revoked.

Outdoor Spaces

The following Outdoor Spaces are available to be booked by Clubs:

Type	Location	Location Information	Map Reference	Built-in BBQ
BBQ	Michael Birt Lawn (D25)	Outside the Lowy Cancer Research Centre	D25	
BBQ	Library Lawn Gravel Area (E21)	On the front corner of the Library Lawn near the Morven Brown Building	E21	Y
BBQ	Morven Brown Lawn (C20)	Courtyard inside the Morven Brown Building	C20	
BBQ	Commerce Courtyard (E20)	Courtyard area outside the CLB	E20	
BBQ	Ball Sculpture Lawn (H17)	On the main walkway	H17	
BBQ	Chancellor's Garden (Fountain OMB - J15)	Formerly the 'Naked Lady Lawn', between the Old Main Building and The Red Centre	J15	Y
BBQ	Physics Lawn*(L13)	Behind the Old Main Building, near Barker Street	L13	Y
BBQ	Physics Courtyard (Graham Russell - K15)	Eight beside the Chancellor's Garden	K15	
BBQ	Science Square (G13)	Grassy area in front of the Science Theatre	G13	
BBQ	Alumni Park (D12)	Along College Road, grassy area next to UNSW Hall	D12	
BBQ	Sam Cracknell Barbeque (H8)	BBQ next to the Sam Cracknell Pavilion (*booking the BBQ does not allow you to use the Village Green or Sam Cracknell Pavilion. You must contact Arc Venues directly for those areas)	H8	Y

Type	Location	Location Information	Map Reference	Built-in BBQ
BBQ	Goldstein Courtyard (B16)		B16	
Info Table	Quadrangle Colonnade Information Table	Outside the WH Smith located at the Quad. No food and/or beverages can be given away/sold at this location. This includes bake sales.		
Info Table	Library Walkway Table			

Note: Until further notice, Arc will not be able to hire out portable BBQs for Clubs to use on campus. Clubs will be able to bring and use their own equipment, as long as they specify this when booking the location.

How to Book an Outdoor Space

There are three types of Outdoor Event classifications: Barbeques, Information Tables, and Special Functions. Locations that have in-built BBQs can be used by Clubs (see table above). Note that until further notice Arc does not hire-out portable BBQ's to Clubs. If Clubs possess their own BBQ, they are permitted to use this as part of an event at the allocated BBQ lawns (See above), but must include this when completing the booking form.

Bookings for any of these events must be done through the appropriate Orgsync form only. Any unapproved functions on campus will be cancelled and the participants asked to leave. All of the required documents will need to be uploaded submitted via the form before it can be processed.

Bookings must be placed either:

- For BBQs and Information tables: at least fourteen (14) days in advance of the event.
- For Special functions: at least thirty (30) days before the event.

Bookings that fail to adhere to this requirement will be denied.

1. Go to your Club Orgsync Portal and begin the 'UNSW Outdoor Event Bookings - Clubs' form.
2. Select your Club from the drop-down menu and click 'Next'.

3. Fill in all required fields of the form (For BBQs, you must read the [BBQ Risk Assessment form](#) and [Food Safety guidelines](#) before submitting. For Special Functions, please see below for the documentation you will need to upload.)
4. Submit your booking application. Your application will be assessed by Arc Clubs staff before being sent on to FM Assist to review (depending on your affiliation status).
5. You will receive an email confirmation from FM Assist if your booking is approved. Print a copy and bring it with you on the day. If you have not received a confirmation email then you do not have the booking. Please allow for at least five (5) working days for your confirmation email before contacting Arc staff about the status of your booking.
6. If you require table for your event, after you receive your confirmation, you will need to submit the 'Arc Club Resources Booking Form' (See 21.2) to secure a resource.

If you are submitting an application for a **Special Function** (Festivals, Bands, Charity Drives, Displays and Promotional Events etc), you must prepare the following documentation:

1. A timeline of all activities.
2. A completed Risk Management Form (HS017) covering all activities. Instructions can be found on the Guide to Completing Risk Management Form (HS017-1). For an explanation on the Risk Ratings, please refer to the [Risk Rating Table on Orgsync](#). The risk assessment must be signed by the person responsible for the event.
3. If alcohol is being sold at the function then a liquor license must be obtained.
4. A list of organisers' phone numbers and email addresses.
5. If marquees, barriers, or stalls are required, a mud map of the layout and bump-in/ bump-out times.
6. Read the Food Safety Guidelines.

Equipment Bookings

The following resources are available to hire for Clubs use only:

Resource	Description	No. Available	Location*	Deposit/Cost**
Projector Screen		2	Arc Reception (1) Sam Cracknell Office (1)	\$50 Deposit
Portable Speaker	Input options: RCA, 3.5mm, SD Card, USB, FM Radio, TRS, XLR, Bluetooth	4	Arc Reception (2) Sam Cracknell Office (2)	\$50 Deposit
Trestle Table		10	Arc Reception (10)	\$50 Deposit
Chair		8	Arc Reception (8)	\$50 Deposit
Hot Water Urn	10L capacity, for use with water only (do not make coffee etc within the urn)	2	Arc Reception (2)	\$50 Deposit
Keyboard (instrument)		1	Arc Reception (1)	\$50 Deposit
Generic Arc Banner		2	Arc Reception (2)	\$50 Deposit

How to Book Resources

It is recommended that all bookings for resources be made as far in advance as possible to ensure that your request can be accommodated. All bookings applications are made online only through the Orgsync Form *Arc Club Resources Bookings*.

Booking applications can only be submitted by Club Executives, but you can specify another Club member that will be responsible for the resource on the day (i.e. collecting the resource, paying the bond and returning the resource in a timely manner).

To submit a booking request:

1. Applications must be submitted at least seven (7) days in advance of your event. Those that fail to adhere to this requirement may be considered depending on availability, but notification of the application outcome may not be sent until the day before the event.
2. Go to your Club Orgsync Portal and begin the *Arc Club Resource Bookings Form*.
3. Select your Club from the drop-down menu and click 'Next'.
4. Fill in all required fields of the form.
5. Agree to the Booking Terms and Conditions before submitting your application.
6. Your application will be assessed by Arc Clubs staff and (depending on your affiliation status) will be sent through for final processing.
7. You will receive an email confirmation from Arc Reception regarding your booking. If you have not received a confirmation email then you do not have the booking.

Resources are to be picked up either from the Arc Reception Office (Basser College, Level 2), or Sam Cracknell Office (Sam Cracknell Pavilion, Level 1). When arriving to pick up your resource from either location you will need to:

- Pay the cash deposit
- Provide your student I.D. card as bond

These will be returned once the resource is returned. All equipment must be returned to the same location as the pickup. You may specify a preferred pickup location, but this will be subject to the availability of the resource at that location.

Finally, please note that when booking an Outdoor Location (See above) this does not constitute a booking for a trestle table. You need to submit two forms in that instance – one for the space, and one for your desired resource.

FAQs

Do I have to pay to hire equipment?

A deposit and student ID is required on the pick up of the resource(s) these will be returned once the resource is returned). This equipment booked by a Club must be for Club use and not given to another group or individual to use for their own activities.

Can I hire equipment outside office hours?

Equipment available from Arc Reception can be used out of hours, but you must pick up and return equipment during office hours and have somewhere safe to keep everything in the meantime. You will need to specify a date and time by which you will return the equipment, so that we can make bookings for other Clubs to use the equipment.

Do I have to pay to hire locations?

Generally speaking, as long as your event is a Club event that is mainly attended by students, then you will not have to pay a hire fee. Some commercial venues on campus do incur a fee, however Clubs will usually have access to a student rate. If you have any questions, please contact the Arc Clubs team.

How can I check availability before submitting an online booking form?

For the Dance Studio, Music Rooms and Training Rooms, please visit or email Arc Reception (reception@arc.unsw.edu.au) about availabilities. For Greenhouse availabilities, contact venue@arc.unsw.edu.au. For CATS Room and Outdoor bookings, you can contact them via email, however we would recommend instead submitting your booking application for your preferred date, time and location, and include alternative options in your booking application that they can consider if your first choice is unavailable.

Can I hire a portable BBQ?

Until further notice, Arc will not be able to hire out portable BBQs for Clubs to use on campus. Clubs will be able to bring and use their own equipment, as long as they specify this when booking the location.

Can I book the Greenhouse rooms as an individual student?

Individual student hirers should contact Greenhouse staff directly, and will be charged a discounted member rate

Can I book the Greenhouse for larger scale events?

Contact Greenhouse staff directly about possible event arrangements.

How many hours can I book the Arc Music and Dance rooms per week?

Clubs Bookings for Arc Music and Dance Rooms are limited to five (5) hours per Club per week. Depending on availability, Arc Clubs Staff may be able to extend this cap on a case-by-case basis.

Can I use the Arc Music and Dance rooms to hold lessons and classes?

Hirers may not use the Arc Rooms for direct financial gain, including conducting music lessons, however Clubs using the rooms for rehearsals may pay fees to external parties such as conductors.

When are the Arc offices available for room bookings?

8:30am-6pm, Monday-Friday, during session.

When are the Greenhouse rooms available for bookings?

9am-9pm, Monday-Friday, during session

Can I book an Arc Room without being a member of the Club Executive?

No, only Club Executives can book on behalf of the club via Orgsync

How much prior to my event should I make my booking application?

Arc rooms, the Greenhouse and CATS room booking requests must be submitted with at least 7 days notice, whereas outdoor room bookings require a minimum of 14 days notice.

Can the Greenhouse provide catering options for my event?

Yes, please see arc.unsw.edu.au/roundhouse/hire or contact Greenhouse staff directly.

Can I provide my own food for my event held in The Greenhouse?

No external food is allowed to any Greenhouse or Arc rooms. Please see information about those rooms above, including catering information.

Can I book a CATS room in the university semester break, on the weekend or at night?

Yes, the standard room booking procedure applies.

Can I book a CATS room for a sponsored event?

This will depend on the specifics of the event and the sponsorship agreement. Contact the CATS team in advance for more information (cats@unsw.edu.au). In some cases, a venue hire fee may apply.

When booking an information table at the library (e.g. for a bake sale), is the table included in the booking?

No, Clubs will need to book equipment separately.

How can I book the Village Green?

Visit arc.unsw.edu.au/play/facilities

Where can I find out more information?

Arc Student Room Bookings
arc.unsw.edu.au/roundhouse/hire

Arc Sports Facilities
arc.unsw.edu.au/play/facilities

UNSW FM Assist – Outdoor Event Bookings
<http://www.facilities.unsw.edu.au/fm-assist/outdoor-event-booking>

Related Documents

Clubs Handbook Section 14 – Work Health and Safety (WHS)

Clubs Handbook Section 15 – Managing Risk

Clubs Handbook Section 16 – Arc Clubs Alcohol Policy

Clubs Handbook Section 21 – Incident Reporting

Clubs Handbook Section 22 – Managing Club Events

Clubs Handbook Section 26 – Arc Events: O-Week, O-Day, Foundation Day and more

Clubs Handbook Section 27 – Promoting your Club

Clubs Handbook Section 28 – Fundraising and Sponsorship

Help!

Visit Us

Drop in and talk to us. The Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

Call Us

Call us at 9385 9840 during office hours

Email Us

clubs@arc.unsw.edu.au

Arc Venues & Events: venue@arc.unsw.edu.au