WELCOME HOME

The Roundhouse is the home of student life on campus. It's the best place to make new friends, meet up with your mates, down a drink and get down on the dancefloor. For over 50 years, we’ve been bringing the best gigs, acts, parties and events to UNSW and after a massive facelift, in 2018 we are opening our doors once again, ready for our homecoming.

Make a regular booking for Club & Society meetups, book your elegant faculty ball or host a networking event for your constituents. Check out the unique student spaces, affordable catering packages, production equipment bookings and more. If you haven’t found what you’re after, our friendly staff are able to work with you to create flexible hire options.

PLEASE NOTE
All links to forms and information can be found at the end of this document or on our website.

QUESTIONS?
T: (02) 9385 7630
E: venue@arc.unsw.edu.au
W: arc.unsw.edu.au/roundhouse/plan/student-events
**VENUE LAYOUT**

Roundhouse is a huge, dynamic student venue designed to host a full variety of events. Have a snoop around to see what space suits your activity.

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**AREA** | **INFO**
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**BEERGARDEN** | Reserve a table in the beautiful Beergarden for Happy Hour with your Club or Society peeps. Anyone can book through the form [here](#) and they’re free!

**BREAKOUT ROOMS (1 TO 8)**
**CAPACITY 10-200** | Looking for a space for your club or clique to meet, rehearse, hold an AGM, or host an activity? Book one of our multi-purpose breakout rooms, for the occasion. With sliding, sound-proof partitions, these spaces can be big or small depending on your needs.

**CLUB BAR**
**CAPACITY 200** | Club Bar is a large but intimate space that can be booked out for an array of functions and events from dinners to gigs. With a stage, space to drop it on the dancefloor, Club Bar is a private and playful venue. This space is best if you want catering or a bar available for your guests.

**COLLABORATION SPACE** | The only thing better than a shower beer is a study beer. Take the stress out of study in our collaboration spaces. The two space are open 9AM-5PM MON-FRI during session. They’re first-in, best-dressed with no bookings available (except for after hours).

**MAIN ROOM**
**CAPACITY 300-1000** | If you can dream it, we can host it! Main Room is for your special event bookings. Think glamorous balls, large networking fairs, and epic concerts. Shoot us an email ([venue@arc.unsw.edu.au](mailto:venue@arc.unsw.edu.au)) to book a meeting to discuss the budget and scope of your event.
MAKE A BOOKING

Get in touch, make a booking! There are different rules and regulations depending on who you are, so keep those in mind.

Arc CLUB BOOKINGS
Arc Affiliated Clubs & Societies receive 5 free hours of room hire per week (not inclusive of Main Room or Club Bar).

1. Plan your event at least 1 week in advance (the more time the better!)
2. Log in to Orgsync and access the “Arc Club Room & Event Booking Form”. Catering, beverage and production requests can be made through the booking form.
3. Complete the form with as much information about your booking as possible, and hit SUBMIT.
4. Wait for your confirmation email. If the date or room you’ve requested is unavailable, we will help arrange a booking to suit your needs to the best of our ability. (Please note that submitting a form does not automatically confirm your booking. A confirmation of bookings email will be sent by our Events Team).
5. Invoices for catering, beverage, and production requests will be sent through with your Booking Confirmation email.
**Arc MEMBER BOOKINGS**

Individual Arc 2018 Members receive discounted room hire.

1. Plan your event at least 1 week in advance (the more time the better!)

2. Log in to Orgsync and access the “Arc Member Room & Event Booking Form”. Catering, beverage and production requests can be made through the booking form.

3. Complete the form with as much information about your booking as possible, and hit SUBMIT.

4. Wait for your confirmation email. If the date or room you’ve requested is unavailable, we will help arrange a booking to suit your needs to the best of our ability. (Please note that submitting a form does not automatically confirm your booking. A confirmation of bookings email will be sent by our Events Team).

5. Invoices for catering, beverage, and production requests will be sent through with your Booking Confirmation email.

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**Arc SPORT CLUB BOOKINGS**

Arc Sport Clubs need to email their booking directly to venue@arc.unsw.edu.au

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**OTHER BOOKINGS**

If you or your Club is hosting a larger or more complicated event, get in touch directly to arrange a meeting with one of our friendly staff members.

T: (02) 9385 7630
E: venue@arc.unsw.edu.au

Visit Venue Office
(upstairs in Roundhouse, open from March)
CATERING

An army of Club or Society members always marches on their stomach, and we have a variety of catering options to ensure your guests and constituents are licking their lips in no time! Browse the various packages below, then include it in your booking request.

PLATTERS

Platters are prepared fresh by the Roundhouse kitchen and can be served at your event. Each platter feeds about 20 people.

PLATTER 1 ($40)
- Slow Cooked Beef Party Pie (12)
- Party Sausage Rolls (12)
- Cocktail Spring Rolls (12) (V, VG, H)

PLATTER 2 ($45)
- Cauliflower Bites (12) (V, H)
- Arancini Balls (12) (V, H)
- Mini Quiches (12) (V, H, GF optional)

PLATTER 3 ($45)
- Chicken Wings (12)
- Slow Cooked Beef Party Pie (12)
- Crumbed Prawn Cutlets (12)

PLATTER 4 ($45)
- Arancini Balls (12) (V, H)
- Cocktail Spring Rolls (12) (V, VG, H)
- Crumbed Prawn Cutlets (12)

V: VEGETARIAN
VG: VEGAN
GF: GLUTEN FREE
H: HALAL

FRUIT PLATTER ($40)
Apple a day keeps the doctor away, hey? Seasonal Fruits arranged by our chef.

CHEESE PLATTER ($60)
Our Chef’s Selection of Australian cheese and fruits, the perfect complement to any cocktail party.

PLEASE NOTE:
- External catering cannot be brought into the Roundhouse
- Catering orders must be made at least 5 working days in advance (including dietary requirements)
- Payment must be made upon confirmation
BBQ PACKAGES

Nothing says university Club event like a big barbecue. Check out the options for you to see what suits best.

COOK YOURSELF PACKAGE
($5 PER PERSON)
- Uncooked beef sausage
- Bread roll
- Onion
- Condiments

STANDARD COOKED PACKAGE
($7.50 PER PERSON)
- Beef sausage
- Bread roll
- Onion
- Condiments
- (Add a soft drink can/bottled water for an additional $1 per person)

PREMIUM COOKED PACKAGE
($12.50 PER PERSON)
- Beef sausage
- Marinated chicken skewer
- Bread Roll
- Onion
- Salad
- Condiments
- Soft drink cans and bottled water
- Falafel for Vegetarians

OTHER CATERING OPTIONS

If the above platter and barbecue options don’t tickle your fancy, we can organise affordable catering to suit your event, including buffet, shared platters, and more formal 2 & 3 course formats.

Email venue@arc.unsw.edu.au to discuss your needs further.
BEVERAGES

Once you’ve whet your appetite with something to eat, you’ll need something to wash it down.

PRE-PAID BEVERAGE PACKAGES

SOFT DRINK PACKAGE
Selection of assorted soft drinks and juices

PACKAGE PRICES
- 1 Hour $8 per person
- 2 Hours $12 per person
- 3 Hours $16 per person

STUDENT BEVERAGE PACKAGE
- Vivo Sauvignon Blanc
- Vivo Cabernet Sauvignon
- Vivo Pinot Noir Chardonnay Sparkling
- Local House and Light Beers
- Soft drinks and Juices

PACKAGE PRICES
- 1 Hour $12.50 per person
- 2 Hours $18.50 per person
- 3 Hours $24.50 per person

BAR TABS

Bar Tabs are available upon request. Simply outline the beverages you would like and your budget when making your online booking.

PLEASE NOTE
- External beverage cannot be brought into the Roundhouse
- Beverage orders must be made at least 5 working days in advance
- Payment must be made upon confirmation
- All prices exclude GST

DISCLAIMER
Roundhouse supports the Responsible Service of Alcohol. Valid identification will be required for all events serving alcohol. All alcohol must be supplied by the Roundhouse. Security and Beverage Staff will be required at Venue Management discretion.
**AUDIO-VISUAL & PRODUCTION EQUIPMENT**

The Roundhouse has state-of-the-art audio-visual and production technologies available at your request.

**PLEASE NOTE**
- Arc Affiliated Clubs & Societies have free access to basic microphone and speaker resources. These resources can booked via “Arc Clubs Resource Bookings” in Orgsync.
- All non-Roundhouse equipment must be tagged and tested prior to use in the Roundhouse. You can book your items for tagging and testing using “Club Equipment Tagging & Testing Registration” in Orgsync.
- Depending on the item there may be an additional cost to for staffing.
- Payment must be made upon confirmation.

**AVAILABLE EQUIPMENT**

- Portable PA System ($80)
  (Speaker, microphone and stand)
- Club Bar PA Hire ($200)
- Lectern with microphone package ($64)
- Microphone Hire ($24)
  (Dynamic corded microphone)
- Portable Data Projector & Screen ($120)
- DJ console (CDJs or Turntables with DJM Mixer ($160)
- Lighting packages, including colour washes,
  moving lights, strobes, and protiles ($200)

For larger scale events, Roundhouse is equipped with a line array concert P.A., modular stage, an extensive inventory of lighting, supported by extras such as smoke machines and high end projectors.

Contact the Roundhouse team for further information.
SUMMARY OF FORMS & LINKS

BOOK A TABLE
https://roundhouse1.wufoo.com/forms/z1v7nh50hhdji/

SIMPLE ROOM BOOKING (INCLUDING CATERING, BEVERAGE & AV) FOR Arc CLUBS
https://orgsync.com/78400/forms/292521

SIMPLE ROOM BOOKING (INCLUDING CATERING, BEVERAGE & AV) FOR Arc MEMBERS
https://orgsync.com/78400/forms/294461

RESOURCE BOOKINGS FOR Arc CLUBS
https://orgsync.com/78400/forms/97244

EQUIPMENT TAGGING & TESTING REGISTRATION FOR Arc CLUBS
https://orgsync.com/78400/forms/238230

LARGE EVENT ENQUIRY
venue@arc.unsw.edu.au

QUESTIONS
T: (02) 9385 7630
E: venue@arc.unsw.edu.au
W: arc.unsw.edu.au/roundhouse/plan/student-events
ROUNDHOUSE ROOM BOOKING TERMS AND CONDITIONS

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

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

The following table outlines rooms available:

<table>
<thead>
<tr>
<th>Location</th>
<th>Spaces</th>
<th>Booked Through</th>
<th>Availability</th>
<th>Capacity</th>
<th>Arc Disc. rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roundhouse</td>
<td>Room 1</td>
<td>Venue</td>
<td>9AM – 9PM In session</td>
<td>70</td>
<td>$64 per hour</td>
</tr>
<tr>
<td></td>
<td>Room 2</td>
<td></td>
<td></td>
<td>70</td>
<td>$64 per hour</td>
</tr>
<tr>
<td></td>
<td>Room 3</td>
<td></td>
<td></td>
<td>70</td>
<td>$64 per hour</td>
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<tr>
<td></td>
<td>Room 4</td>
<td></td>
<td></td>
<td>120</td>
<td>$80 per hour</td>
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<tr>
<td></td>
<td>Room 5</td>
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<td></td>
<td>140</td>
<td>$96 per hour</td>
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<tr>
<td></td>
<td>Room 6</td>
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<tr>
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<td>Room 7</td>
<td></td>
<td></td>
<td>70</td>
<td>$64 per hour</td>
</tr>
<tr>
<td></td>
<td>Room 8</td>
<td></td>
<td></td>
<td>70</td>
<td>$64 per hour</td>
</tr>
</tbody>
</table>

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

The Roundhouse also hires out the Main Room for large scale events. These events require a detailed written proposal from your club submitted to the Roundhouse 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.

Terms and Conditions

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 Roundhouse 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, 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 Roundhouse vendors may be consumed in the Roundhouse. 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 Roundhouse 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 Clubs and Volunteering Department has some equipment available for Clubs use. Please contact Arc Reception to hire these.

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.
WE WOULD LOVE TO HEAR FROM YOU.
GET IN TOUCH TO EXPLORE HOW WE CAN MAKE YOUR NEXT EVENT A FABULOUS EXPERIENCE.

W: unswroundhouse.com/hire
E: venue@arc.unsw.edu.au
T: (02) 9385 7630