

Arc CLUBS & SOCIETIES VENUE HIRE

CATERING, BEVERAGES & PRODUCTION

UNSWROUNDHOUSE.COM



Cover Image: Tim Da Rin

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, parties and events to UNSW and provide an awesome venue for student bookings.

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: [\(02\) 9065 0910](tel:0290650910)

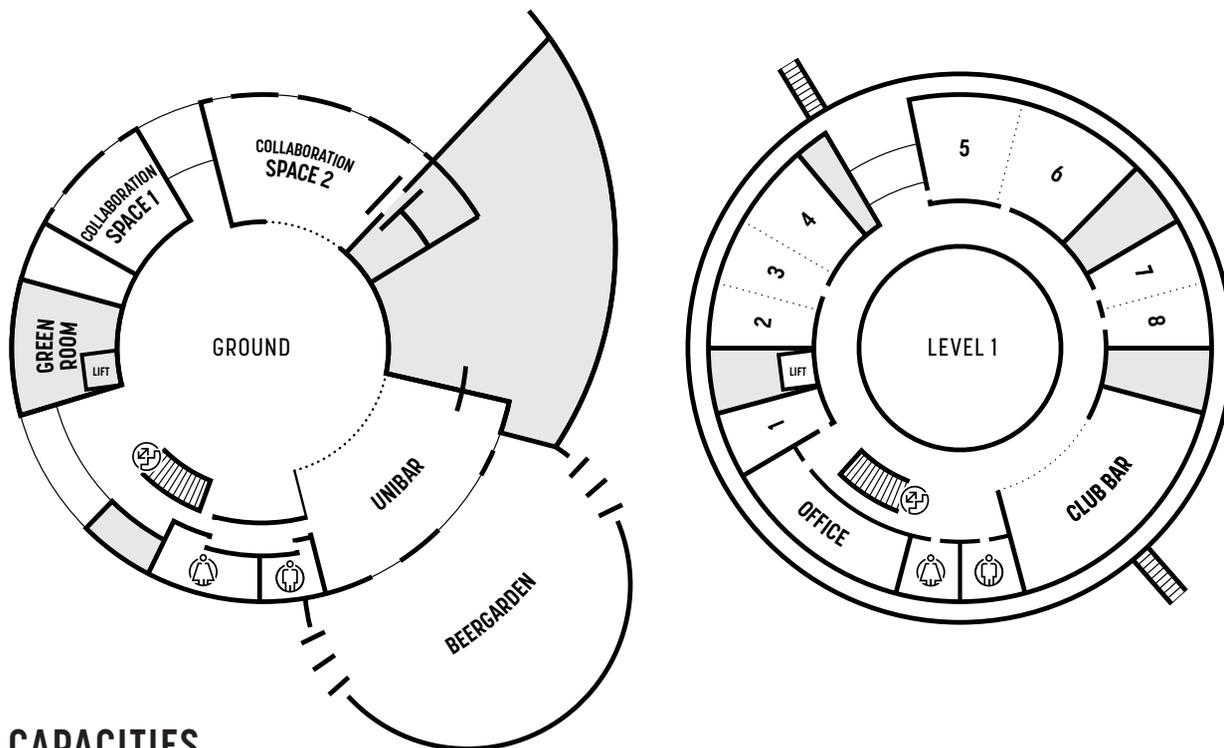
E: venue@arc.unsw.edu.au

W: unswroundhouse.com/student

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.



CAPACITIES

AREA	INFO
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) 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 **6 free hours of room hire per week** (not inclusive of Main Room).

Individual Arc Members receive discounted room hire.

1. Plan your event at least 1 week in advance (the more time the better!)
2. Head to the Roundhouse website to access the 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 SPORT CLUB BOOKINGS

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

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.



ROUNDHOUSE CLUB PACKAGES

The following packages are available to Arc affiliated clubs only.

External Catering is not permitted inside the Roundhouse.

Please note that Roundhouse is an 18+ venue and valid identification is required upon entry after 5pm. Roundhouse encourages the responsible service of alcohol.

TRIVIA NIGHT

Inclusions:

- Up to 6 hours free private room hire per week
- Trivia night room layout and set up
- Audio-Visual Equipment
- Personalized trivia answer sheets & stationery
- Whiteboard and pens
- Discounted drink vouchers & wristbands

Arc@UNSW Club Price: FREE

Value: \$280.00

Conditions:

1. Minimum 30 guests
2. Available on weeknights between 5.00pm – 9.00pm in the Roundhouse (subject to venue availability)
3. Bookings that extend beyond 9:00pm will incur security charges

MOVIE NIGHT

Inclusions:

- Up to 6 hours free private room hire per week
- Movie night room layout and set up
- Audio/Visual Equipment
- Soft drink, popcorn and choc top bundle at \$8 per person
- Bar open and staffed

Arc@UNSW Club Price: \$105.00

Value: \$255.00

Conditions:

1. Minimum 30 guests
2. Available on weeknights between 5.00pm – 9.00pm in the Roundhouse upstairs rooms.
3. Bookings that extend beyond 9:00pm will incur security charges



CANAPÉ MENU (Pricing excludes gst)

SUBSTANTIAL CANAPÉS

Cheeseburger sliders \$75 (15 Serves)

- Beef, cheese, Spanish onion, pickles with tomato sauce and mustard served on a mini brioche bun

Southern Fried Chicken Sliders \$75 (15 Serves)

- Spicy fried chicken breast with tomato, lettuce and house sauce served on a mini brioche bun

Mini Baguette with chipolata sausage \$75 (15 Serves)

- Beef Italian sausage served in a baguette with house sauce

Fish & chips box Platter \$75 (15 Serves)

- Panko Crumbed Whiting Bites with shoestring fries served with lemon in individual boxes

BBQ Pork Singapore Pork noodles \$75 (15 serves)

- Singapore noodles with marinated pork and seasonal vegetables served in individual boxes

Taco Platter \$90 (24 serves)

- Chicken, beef and vegetarian soft-shell tacos with a serve of fresh house made guacamole

Chilli Salt Squid \$75 (40 serves)

- Crispy salt squid served with fresh house sauce

V (vegetarian)

COCKTAIL CANAPÉS

Chicken Skewers \$65 (25 serves)

- Lemon Pepper marinated Skewers served with house dipping sauce

Beef Skewers \$65 (25 serves)

- Satay marinated Skewers served with house dipping sauce

Beef Pie Platter \$45 (20 serves)

- Pastry filled with lean beef mince, garlic, onion and seasoning in gravy

Sausage Roll Platter \$45 (20 serves)

- Bite sized beef sausage rolls with flaky puff pastry

Dumpling platter \$50 (50 serves)

- Tender Pork dumplings served with soy and chilli

Arancini balls \$70 (30 serves) V

- Crispy Italian Risotto Balls with Mushroom, Spinach and Mozzarella with house sauce

Spring Roll Platter \$45 (50 serves) V

- Cocktail spring rolls filled with a julienne of vegetables served with sweet chilli sauce

Samosa Platter \$45 (50 serves) V

- Vegetarian Samosas with spicy potato, green peas and nuts encased in a crisp and flaky pastry

Falafel Platter \$65 (40 serves) V

- Falafel bites served with Hummus and Tzatziki dipping sauces



THE PERFECT SHARE PLATTERS

Nacho Platter \$45 V

- Bean Nacho Platter served with guacamole & sour cream

Buffalo Wings Plater \$50

- Crispy Buffalo wings served with Hot Sauce

DIY Tacos Platter \$90

- Chicken, beef or Vegetarian (select one option) soft shell tacos served with house made salsa guacamole and chipotle sauce
- (Serves 20-25 people)

Antipasto Platter \$85

- Sliced deli meat such as prosciutto, ham, salami, olives, pickled vegetables served with rustic bread.

Cheese Platter \$75

- Selected Australian and imported cheese, grapes, nuts and crackers

Fruit Platter \$60 V

- Array of sliced seasonal fresh fruits

Churros Platter \$55

- Freshly fried pastry coated in sugar and cinnamon served with hot chocolate dipping sauce

V (vegetarian)



BBQ PACKAGES

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

D.I.Y - COOK YOURSELF PACKAGE (\$5 PER PERSON)

- Uncooked beef sausage
- Bread roll
- Onion
- Condiments

STANDARD COOKED PACKAGE (\$7.75 PER PERSON)

- Hotdog roll
- Caramelised onion
- Beef sausage/optional falafel
- Sauce

PREMIUM COOKED PACKAGE (\$13.25 PER PERSON)

- Hotdog roll
- Caramelised onion
- Beef sausage/optional falafel
- Garlic butter chicken wings 3 pieces
- House Salad
- Soft drinks
- Sauce and condiments

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.

STUDENT BEVERAGE PACKAGES

SPARKLING

- Lorimer Sparkling

WHITE WINES

- Vivo Chardonnay, or;
- Sheep Shape Sauvignon Blanc

RED WINES

- Vivo Cabernet Sauvignon, or;
- Lorimer Shiraz

ROSE

- Down The Lane Rose

TOOHEYS NEW OR FURPHY ON TAP

HAHN PREMIUM LIGHT

SOFT DRINKS & JUICES

PACKAGE PRICING

1 hour \$12.50

2 hour \$18.00

3 hour \$24.00

4 hours \$28.00

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 beverages 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 be booked via Sparc.
- 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 Sparc
- Depending on the item there may be an additional cost 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 profiles (\$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.



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;

Location	Spaces	Booked Through	Availability	Capacity	Arc Disc. rate
Roundhouse	Room 1	Venue (Prices are including GST)	Monday - Friday 9AM - 9PM In session	70	\$72 per hour
	Room 2			70	\$72 per hour
	Room 3			70	\$72 per hour
	Room 4			90	\$80 per hour
	Room 5		120	\$92 per hour	
	Room 6		140	\$104 per hour	
	Room 7		70	\$72 per hour	
	Room 8		70	\$72 per hour	

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.

Contact		
Room Bookings	(02) 9065 0910	venue@arc.unsw.edu.au

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 6-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.**

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W: unswroundhouse.com/student

E: venue@arc.unsw.edu.au

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