



# Arc CLUBS & SOCIETIES VENUE HIRE

CATERING, BEVERAGES & PRODUCTION

[UNSWROUNDHOUSE.COM](http://UNSWROUNDHOUSE.COM)





## 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 60 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.

### QUESTIONS?

**T:** (02) 9065 0910

**E:** [venue@arc.unsw.edu.au](mailto:venue@arc.unsw.edu.au)

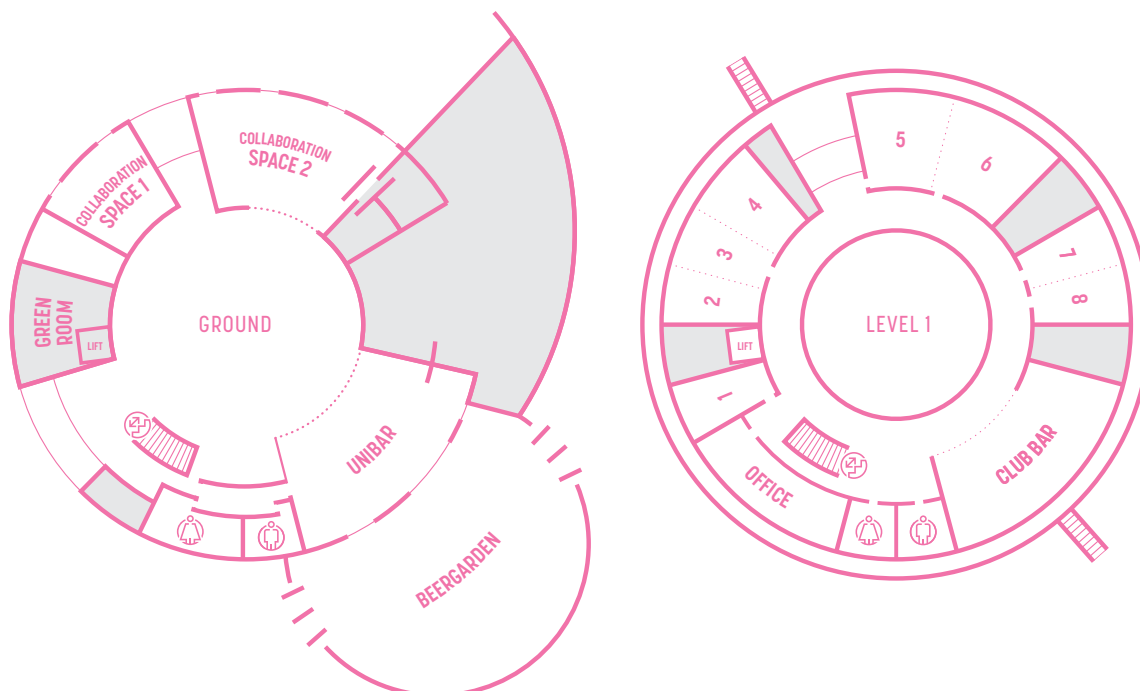
**W:** [unswroundhouse.com/student](http://unswroundhouse.com/student)



# 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
<b>BEERGARDEN</b>	Reserve a table in the beautiful Beergarden for Happy Hour with your Club or Society peeps. Anyone can book through the form <a href="#">here</a> and it's free!
<b>BREAKOUT ROOMS (2 TO 8)</b>  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.
<b>CLUB BAR</b>  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.
<b>COLLABORATION SPACES</b>	Take the stress out of study in our collaboration spaces. The two spaces are open 9AM-5PM MON-FRI during session. They're first-in, best-dressed with no bookings available (except for after hours).
<b>MAIN ROOM</b>  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. Head to our enquiry form and we will book a meeting to chat through the budget and scope of your event.

OUR HOUSE  
YOUR HOUSE





## MAKE A BOOKING

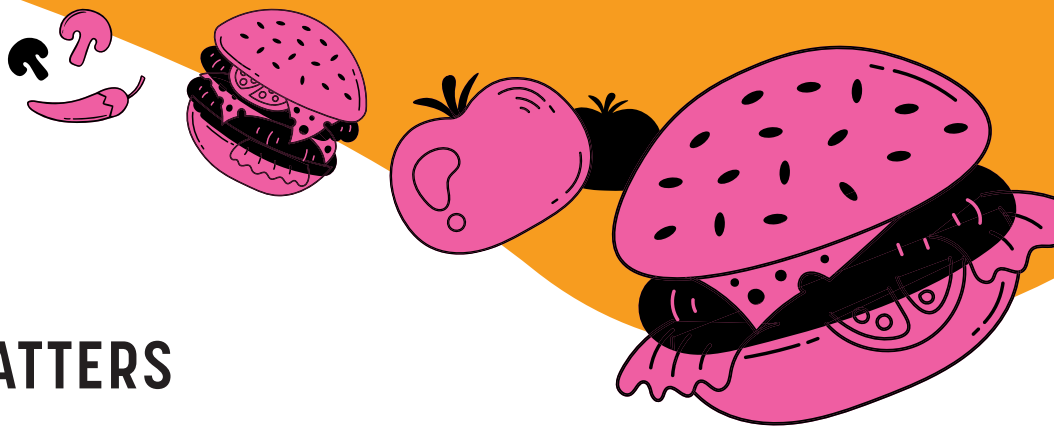
Get in touch, make a booking! There are different rules and regulations depending on who you are, so keep those in mind.

### Arc CLUB BOOKINGS

Arc-affiliated Clubs & Societies are entitled to **6 hours of free room hire per week**, provided that at least 75% of attendees are UNSW students and the event is not sponsored. Hiring fees will apply for events where less than 75% of attendees are UNSW students, the event is sponsored or for Main Room bookings made more than 10 weeks in advance. For function room bookings, confirmation can only be sent out **10 weeks** prior to the event. Individual Arc Members receive discounted room hire.

1. Plan your event at least 2 weeks in advance (the more time the better!)
2. Head to the Roundhouse website to access the booking form where you can enquire. Link [here](#)
3. Complete the form with as much information about your booking as possible, let us know about catering, beverage and production needs OR simply put N/A if not required and hit SUBMIT.
4. Wait for your confirmation email.
5. 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 email will be sent by our Events Team).
6. Invoices for catering, beverage, staffing and production requests will be sent through once your booking is confirmed and details have been discussed with our Events Team.





# CATERING PLATTERS

## SUBSTANTIAL CANAPÉS

(minimum order 20 pieces)

### Mini Beef Sliders - \$6.00 (H)

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

### Mini Chicken Sliders - \$6.00 (H)

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

### Kangaroo & Guinness Mini Pies - \$6.00

- Braised kangaroo with thyme, Guinness and tomato chutney, wrapped in flaky puff pastry

### Red Wine Beef Pies - \$5.00

- Braised beef and vegetables with red wine, wrapped in flaky puff pastry

### Ricotta & Spinach Sausage Rolls - \$3.50 (N,V)

- Pesto, parmesan, ricotta, spinach, chilli, garlic and egg, wrapped in flaky puff pastry

### Corn Fritters with Guacamole - \$4.00 (V)

- Corn, coriander and Spanish onion, served with our special homemade guacamole

### Zucchini Fritters with Beetroot Hummus - \$3.50 (V, GF)

- Pan-fried zucchini, coriander, Spanish onion and besan flour, served with beetroot hummus

### Avocado Rice Paper Rolls - \$4.00 (V, VG, GF)

- Avocado with vermicelli noodles, carrot, cabbage, bean sprouts, mint, shallot and coriander, served with sweet chilli sauce

## LEGEND

V (vegetarian)  
VG (vegan)  
H (halal)  
GF (gluten free)  
N (traces of Nuts)



## COCKTAIL CANAPÉS

(minimum order 20 pieces)

### Chicken Skewers - \$4.50 (H, N)

- Tender chicken skewers, served with house satay sauce

### Beef Skewers - \$4.50 (H, N)

- Tender beef skewers, served with house satay sauce

### Beef Party Pie Platter - \$2.50

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

### Sausage Roll Platter - \$2.50

- Bite-sized beef sausage rolls with flaky puff pastry

### Lamb & Feta Sausage Rolls - \$4.00 (H)

- Lamb mince stuffed with feta, rolled in fresh puff pastry

### Chicken & Mushroom Arancini - \$3.50 (N)

- Chicken, mushroom, onion, peas and parmesan cheese in risotto rice with a crispy breadcrumb covering

### Spinach & Mozzarella Arancini - \$3.50 (V)

- Crispy Italian risotto balls with mushroom, spinach and mozzarella, served with house sauce

### Beetroot Baji with Coconut Yoghurt - \$3.50 (V, VG, GF)

- Shredded beetroot with curry powder and besan flour, served with coconut yoghurt raita

### Spring Rolls - \$2.00 (V)

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

### Samosas - \$2.00 (V, N)

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

### Falafels - \$3.50 (V, GF)

- Falafel bites served with hummus and tzatziki dipping sauces

### Pork & Chive Dumplings - \$2.50

- Tender pork dumplings served with soy and chilli



## THE PERFECT SHARE PLATTERS

### Antipasto Platter \$90.00 (15 serves)

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

### Mezze Platter \$85.00 (15 serves) (V)

- Falafel, hummus, cherry tomatoes, cucumber, pita bread, tzatziki, feta, marinated artichokes and roasted peppers

### Fruit Platter \$85.00 (15 serves) (V, VG, GF)

- A range of sliced seasonal fresh fruit

### Cheese Platter (Small) \$65.00 (15 serves) (V, GF)

- A selection of Australian and imported cheeses, served with grapes, nuts and crackers

### Cheese Platter (Large) \$100.00 (25 serves) (V, GF)

- A selection of Australian and imported cheeses, served with grapes, nuts and crackers

### Wings Platter \$36.00 (32 pieces) (GF, H)

- Deep fried chicken wings, served with your choice of either Louisiana hot sauce or BBQ Bourbon Barrel sauce

### Fries Platter \$27.00 (serves 10) (GF on request)

- Fries, served with chipotle mayo

## MORNING TEA/BREAKFAST ITEMS

*(Minimum order 20 pieces)*

### Lemon Myrtle Scones with Jam & Cream - \$2.50

- Native lemon myrtle scones, served with strawberry jam and fresh cream

### Vegetarian Breakfast Quiche - \$3.50 (V)

- Seasonal roasted vegetables with mozzarella, baked with cream and eggs

### Bacon Breakfast Quiche - \$3.50

- Seasonal roasted vegetables with crispy bacon, baked with cream and eggs

### Mini Bacon & Egg Sliders - \$4.50

- Bacon and egg with pesto and tomato chutney, served on a mini brioche roll

### Mini Blueberry Muffins - \$2.50 (V)

- Bite-sized blueberry muffins, dusted with icing sugar

### Mini Choc Muffins - \$2.50 (V)

- Bite-sized chocolate muffins, dusted with icing sugar







## BBQ PACKAGES

*(Minimum 50 persons for all BBQ packages)*

### UNCOOKED BBQ PACKAGE - \$5.50

- Uncooked beef sausage (H)
- Uncooked onion
- Fresh bread roll
- Condiments (tomato & BBQ sauce)
- Napkins
- Tongs, canola oil spray

### STANDARD COOKED BBQ PACKAGE - \$9.95

- Beef sausage (H)
- Vegetarian option:
  - Vegetable skewer (V, VG)
- Caramelised onion
- Fresh bread roll
- Condiments (tomato & BBQ sauce)
- Bio pak cutlery set with napkin and paper plates
- **Add a can of soft drink or bottled water for \$2.00 per person**

### PREMIUM BBQ PACKAGE - \$18.95

- Beef sausage (H)
- Satay chicken skewers (H, N)
- Caramelised onion
- Bread roll
- Vegetarian option:
  - Vegetable skewers (V, VG)
  - Falafel (V)
- **Choice of one salad:**
  - Potato salad (V, GF)
  - Greek salad (V, GF)
  - Fattoush salad (V)
  - Persian rice salad with almonds and cranberries (V, VG, GF, N)
  - Pumpkin, feta and spinach salad (V, GF)
  - Charred corn, feta and mint salad (V, GF)
- Condiments (tomato & BBQ sauce)
- Bio pak cutlery set with napkin and paper plates
- Soft drink can or bottled water
- **Add an extra salad for \$3.00 per person**



### PLEASE NOTE

- All prices are GST inclusive
- All orders **MUST** be placed 5 days in advance of booking (excluding weekends)
- All dietary requirements to be made with order





# STUDENT BEVERAGE PACKAGE

(Minimum 50 people)

The below Beverage Package is for tray service at sit-down and cocktail events only. For Student Clubs that would prefer to just order their drinks from the bar individually, then BAR TABS (specified \$\$\$ amount) are for this purpose.

## SPARKLING

Lorimer Sparkling - To the eye a pale straw hue with an unrelenting fine bead. A bouquet of fresh lemon pith with complex notes of brioche & barley sugar. The palate is treated to a voluminous mousse of citrus and freshly iced pastries that goes on and on to a delicately fresh fine acid finish.

## WHITE WINES

Sheep Shape Sauvignon Blanc - Some of the oldest low cropping Riverina blocks were blended with fruit from the King Valley and Yarra Valley. Ideal climates for growing premium Savvy.

## RED WINES

Sheep Shape Merlot - Nice red color with a hint of purple. The wine shows blackberries and raspberry, round and vanilla palate with textural tannins.

## ROSÉ

Down The Lane Rosé - Pale salmon pink in colour with suggestions of rose petal, wild strawberry and crisp red apples. A succulent palate with a smattering of sweetness and underlying acidity providing symmetry to the mouthfeel and life of this wine.

## LOCAL BEERS ON TAP

### HEINEKEN 0.0 (NON- ALCOHOLIC BEER)

### SOFT DRINKS & JUICES

## PACKAGE PRICING

Please note that additional staffing costs my apply for packages under 3 hours.

**1 HOUR - \$12.50**

**2 HOUR - \$18.00**

**3 HOUR - \$24.00**

**4 HOURS - \$28.00**







## AUDIO-VISUAL & PRODUCTION EQUIPMENT

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

### MAIN ROOM EQUIPMENT

#### Concert-style event

<b>Fully featured PA system</b>	<b>\$1155.00</b>
<b>Wireless mic</b>	<b>\$38.50</b>
<b>Cabled mic</b>	<b>\$22.00</b>
<b>Concert lighting</b>	<b>\$880.00</b>
<b>Centre projector screen</b>	<b>\$175.00</b>
<b>Centre, left &amp; right projector screens</b>	<b>\$330.00</b>
<b>DJ equipment</b>	<b>\$440.00</b>
<i>(1x Pioneer DJM-A9 mixer &amp; 2x CDJ3000s)</i>	
<b>Full package deal</b>	<b>\$2035.00</b>
<i>(includes all the above)</i>	

#### Conference-style event

<b>PA system</b>	<b>\$330.00</b>
<i>(conference functionality)</i>	
<b>Lectern w/ mic</b>	<b>\$66.00</b>
<b>Wireless mic</b>	<b>\$38.50</b>
<b>Cabled mic</b>	<b>\$22.00</b>
<b>Conference lighting</b>	<b>\$275.00</b>
<b>Centre projector screen</b>	<b>\$175.00</b>
<b>Centre, left &amp; right projector screens:</b>	<b>\$330.00</b>
<b>Full package deal</b>	<b>\$660.00</b>
<i>(includes all the above)</i>	

### CLUB BAR

<b>PA system</b>	<b>\$275.00</b>
<b>Wireless mic</b>	<b>\$38.50</b>
<b>Cabled mic</b>	<b>\$22.00</b>
<b>Projector screen</b>	<b>\$110.00</b>
<b>Clicker</b>	<b>\$5.50</b>
<b>Portable PA speaker and</b>	<b>no cost</b>
<i>(subject to availability)</i>	

### FUNCTION ROOMS

<b>PA system</b>	<b>\$137.50</b>
<b>Wireless mic</b>	<b>\$38.50</b>
<b>Cabled mic</b>	<b>\$22.00</b>
<b>Projector screen</b>	<b>\$110.00</b>
<i>(only available in certain rooms)</i>	
<b>TV</b>	<b>\$110.00</b>
<i>(only available in certain rooms)</i>	
<b>Clicker</b>	<b>\$5.50</b>
<b>Portable PA speaker and</b>	<b>no cost</b>
<i>(subject to availability)</i>	

### PLEASE NOTE

- Arc affiliated Clubs & Societies have free access to basic microphone and speaker resources. Please check availability with our Events Team.
- All non-Roundhouse equipment must be tagged and tested prior to use in the Roundhouse.
- Payment must be made upon confirmation.
- AV items listed below are indicative only and may vary depending on the specific requirements of your event. For example, not all concert-style events will require the same equipment, and as a result, charges may differ accordingly.





## STAFFING

At Roundhouse, we're here to support you every step of the way from bump in to bump out. Our experienced team ensures your event runs smoothly, whether it's setting up, operating equipment, or providing front-of-house support

### STAFF COSTS PER HOUR

<b>Event Casual staff</b>	<b>\$44.00</b>
<b>Food &amp; Beverage attendee</b>	<b>\$44.00</b>
<b>AV Casual Labour</b>	<b>\$77.00</b>
<b>Security</b>	<b>\$58.00</b>

### PLEASE NOTE

- Depending on AV equipment there may be an additional cost for staffing (set-up and pack down as well as operating the equipment). These costs will be included in your invoice.
- A Food and Beverage Supervisor may be needed for our event which occurs additional costs.
- Saturday, Sunday and Public Holiday rates apply





## 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).

**No minors in the Uni Bar or Beer Garden 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. This applies to sponsored Clubs events.
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. Booking enquiries and holds on dates can be made at anytime, however confirmation can only be sent out 10 weeks prior to the event.
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. 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. 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.
11. 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.
12. Bookings are generally available between 9am and 8pm 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.
13. 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
14. 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.
15. 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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