

## Room & Event Bookings 2018 Terms & Conditions

These Terms and Conditions apply to all rooms available to be booked at the Roundhouse and at the Arc Offices in Basser College.

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	Monday – Friday ONLY	70	\$64 per hour
	Room 2			70	\$64 per hour
	Room 3			70	\$64 per hour
	Room 4		9AM – 9PM In session	90	\$72 per hour
	Room 5			120	\$80 per hour
	Room 6		9AM – 6PM out of session	140	\$96 per hour
	Room 7			70	\$64 per hour
	Room 8			70	\$64 per hour
Arc Offices	Dance Studio	Arc Reception	Monday – Friday ONLY 9am – 6pm In Session		\$10 per hour
	Music Room 1 (large)				\$10 per hour
	Music Room 2 (small)		9am – 5pm Out of session		\$5 per hour

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.

Before contacting our Events Team, please complete the relevant online Booking Form.

Contact		
Roundhouse Room Bookings	02 9385 7630	<a href="mailto:venue@arc.unsw.edu.au">venue@arc.unsw.edu.au</a>
Student Event Enquiries	02 9385 7687	<a href="mailto:l.goydych@arc.unsw.edu.au">l.goydych@arc.unsw.edu.au</a>
Arc Offices Room Bookings	02 9385 7700	<a href="mailto:reception@arc.unsw.edu.au">reception@arc.unsw.edu.au</a>

### A All Bookings

- Where a room booking is made for a Club event, the Club must be affiliated or provisionally affiliated with Arc at the time of booking and on the date of the event
- Hirers using rooms must have a copy of their Booking Confirmation on hand (this can be a hard copy or on a mobile device).
- Hirers must comply with Arc's Work Health and Safety Policies and Procedures. All electrical items used MUST be tagged and tested.
- Hirers must leave the room in a tidy condition. Rooms left in an unclean condition will attract a cleaning fee starting from \$50. The hirer will be held responsible for damage to rooms that occur during their booking.
- 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).
- 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 packaged foods (e.g. chips and lollies) can be consumed in the rooms, but the hirer must tidy up after themselves. If you are unsure of what can and cannot be consumed in Arc@UNSW venues, please get in touch with the bookings officer to confirm.
11. 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.
12. 75% of the attendees/audience must be enrolled students of UNSW or alumni, proof of identity (student card) may be required.
13. Roundhouse equipment hire costs may apply. Arc Reception has some equipment available for Clubs use.

### **B Roundhouse Room and Event Booking Terms and Conditions**

1. No persons under the age of 18 are to be in the venue after 5PM.
2. 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 the Roundhouse may be consumed in the Roundhouse. Catering and Beverage orders MUST be made no later than 4 days in advance of your booking (not including weekends).
3. 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.
4. 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.
5. 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

### **C Arc Office Room Bookings Terms and Conditions**

1. All hire fees must be paid in full at the commencement of the hire period. Booking are subject to fair usage limits outlined in point C4.
2. In addition to paying the hire fees, hirers must leave Student Card with Arc Reception upon collection of the swipe card to the required room. Both the deposit and card will be returned to the hirer upon receipt of the key by Arc Reception.
3. At the latest, swipe cards must be returned to Arc Reception within 5 minutes of the end of the booking period. Failure to do so may result in the suspension of booking privileges and the cancellation of existing bookings.
4. In order to ensure the fair usage of Arc Rooms, bookings are subject to the following to the following limits:
  - a. bookings made for individual SSF Members are limited to 2 hours per hirer per day, up to 4 hours per hirer per week. Hours booked in excess of these limits will be charged the hourly Arc Member rate, and these bookings are made at the discretion of Management.
  - b. bookings made for Clubs are limited to 5 hours per Club per week. Depending on availability, Arc Clubs may be able to extend this cap on a case-by-case basis.
5. Room bookings are forfeited if the hirer does not arrive within the first 15 minutes of the booking. These bookings will then be made available to other hirers.
6. Arc reserves the right to cancel Arc Room bookings if hirers exceed the limits outlined in C4 (except where caps have been extended), as long as the hirer is notified of the cancellation by email at least 4 business days prior to the commencement of the booking.
7. 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.