

CLUBS HOW TO



SO YOU WANT TO BOOK AN EVENT AT THE ROUNDHOUSE?

As an affiliated society with Arc the Roundhouse is open to your club for bookings and the Roundhouse venues and booking team are willing and able to assist you in building your event into a success. Over the years the Roundhouse has played host to a wide range of different club events including AGMs, dance parties and night markets. The venue is made up of several hireable spaces; the most commonly hired by club events being the **Marsh room, Wurth/Drawing Room, Air Room** and **The Club Bar** but other areas such as the **Main floor, Beer Garden** and even the entire **Arc Prescient** have been made available for special events. This booklet will act as your step by step guide through the process of making a booking at the roundhouse with information on how to secure the room you need for your specific event all the way to organizing the extra details that will make your event a success.

GROUND RULES FOR ALL BOOKINGS:

1. With the exception of the **Main Floor** room bookings during our opening hours is absolutely **free for clubs** though there is a **limit of 5 hours total** across all room bookings a week.
2. You can still book rooms over that time but it'll be at the cost of room hire (with a 40% discount like with ALL paid student bookings). You can also book an event over the weekend but once again at the cost of room hire. It's also important to remember that if there are any costs associated with your event you are required to pay a deposit of 20% the total cost to lock in the booking and pay the full cost of the event at least a week beforehand.
3. As a general rule it's important to remember that any food or drink (outside of chips and dip) **MUST** be purchased through **Roundhouse catering** (see page 8).
4. The Roundhouse has a huge amount of equipment available for you to hire and all of the fees are discount by 40% for your club (check out page 7). If the equipment you need to make your event work isn't listed be sure to ask us as we'll likely be able to find it for you at the lowest rate possible.

With those ground rules out of the way this booklet can be your guide no matter what type of event your club wants to run. So take a look, have a think and never be afraid to ask us how we can help make your events great and get your club's message out there!



AGM OR CLUB MEETING

The majority of club bookings fall into this category. If your club is holding its AGM, having a club meeting, conference, holding a rehearsal or light get together you probably won't need much more than a space to hold it in. In most cases this simply means booking a room for the time you've decided through Venue Reception.

STEPS TO MAKING YOUR BOOKING:

1. Pick up an 'Arc Room Booking Request Form' from the Venue and Events office on level 2 of the Roundhouse
2. Or get it online
3. Fill out the required fields and drop it in or email it to venue@arc.unsw.edu.au
4. Wait for a confirmation email, if the date is booked we will help you arrange an alternative date and time.

SUGGESTED ROOMS

Drawing, Wurth, A.I.R or Marsh. For larger meetings (60+) please contact venue@arc.unsw.edu.au for assistance.

THINGS TO REMEMBER WHEN BOOKING

- Have you given us your room set up requirements? If you want seats or tables in specific configurations don't forget to include that information on your booking sheet or in an email.
- Does your event require audio/visual equipment? Projectors and Screens, Lecterns and microphones are all available for hire. Please check **page 7** for a full list of equipment and prices
- Want to provide food during the event? While chips, dips and very light snack food is allowed all other food (such as sandwiches, pizzas and finger food) must be purchased through Roundhouse Catering, for a full list of what we can provide see **page 8**
- If the Roundhouse is booked out, smaller meetings can be booked in the blockhouse in a 'training room' call Blockhouse reception **9385 7700** for more details.



PARTY

The Roundhouse and its team play host to hundreds of clubs parties each year and any society looking to organize a get together or large social event should get in touch with us. If you're thinking about a BBQ in the beer garden, mixers upstairs at the Whitehouse or a massive shindig at the club bar for your members we encourage you to get in touch with Neal Downward via email (n.downward@arc.unsw.edu.au) so he can help you plan for the event.

STEPS TO MAKING YOUR BOOKING:

1. Include in your email your requested **time and date**, **approx. expected attendance**, your **audiovisual needs** (See page 7), your club's **catering requirements** (page 8) and how much you'd like to put on **your Bar Tab**.
2. You'll get a quote for the costs within 3 working days at which point you can make up your mind about whether you want to go ahead with the event or adjust as necessary to your budget
3. We've planned a lot of successful parties in the past, if you've got any questions about how best to organize your party or any other advice include them in the email and we'll be happy to provide whatever help we can!



SUGGESTED ROOMS

Most club parties work best in our **Club Bar** but we've also help plan great parties upstairs at **Whitehouse** and BBQs in the **Beer Garden**

THINGS TO REMEMBER WHEN BOOKING

- A minimum bar tab of \$1000 is required to book the out the Whitehouse upstairs but if you don't mind sharing the space with other bar patrons you can still book a small mixer for your club there with a bar tab and catering
- Events of 80+ people will require at least 1 security guard, the amount of guards needed will be at the discretion of the Roundhouse but the cost will always be quoted to you before you commit to the event.
- The Room hire fee is **FREE** during semester for clubs but over the weekend there will be a fee for hiring out the room
- Payment for the event is required **BEFORE** the event so make sure to book early
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FORMAL DINNERS/BALLS

If you're a faculty or sport society or even just a club with a large and active membership the best way to celebrate your club awards or end of the year bash is with something a little bit fancy. Formal dinners and balls are a great way for larger clubs to celebrate in style and the Roundhouse with its massive dance floor, experienced staff and, perhaps most importantly, affordable price is the best place for your club to hold one.

STEPS TO MAKING YOUR BOOKING:

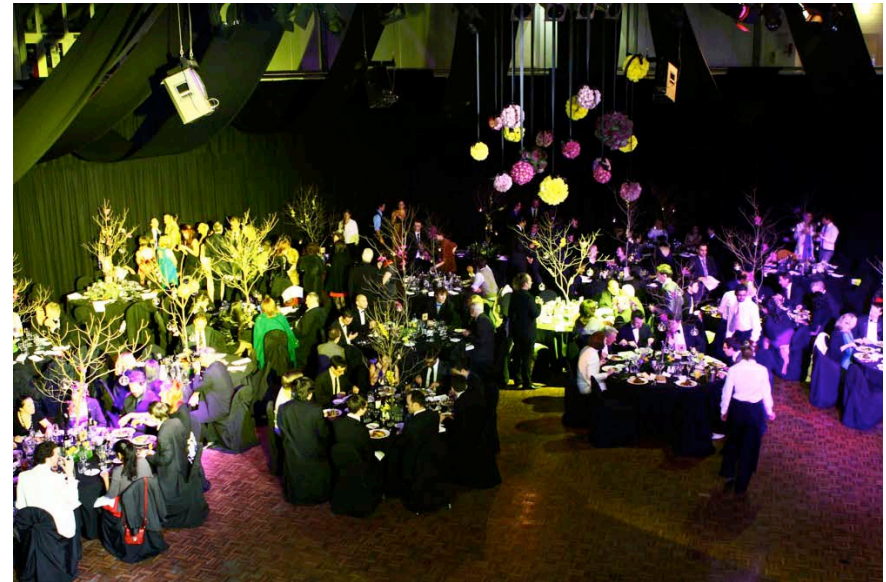
1. Email n.downward@arc.unsw.edu.au about your event
2. Include the **date and time** you wish to hold the event, **expected turn out** and your **budget** as well as a brief rundown of what the event is and why you're holding it.
3. We'll organize a meeting with you to discuss your event and help you plan a successful night!

SUGGESTED ROOMS

The Club bar is perfect for a formal dinner but events above 150 people will require the **Main Room**

THINGS TO REMEMBER WHEN BOOKING

- These are big events that require a lot of planning please be sure to book a minimum of **two months in advance**.
- The Roundhouse is committed to providing an affordable event so we can help you to keep your members ticket prices down but this is not an event recommended for less than 80 people. It is extremely important that you make sure that you can get your members to the event before considering it.
- The event will always require at least 1 security guard or possibly more depending on your expected attendance and your drink package selection the amount of guards needed will be at the discretion of the Roundhouse but the cost will always be quoted to you before you commit to the event.
- We're always happy to give advice on how you can best decorate the event, be sure to bring it up at your meeting!
- It's not just formal dinners! In the past the roundhouse has done buffet dinners, morning/afternoon teas and lunches with clubs in the past.



PERFORMANCE

Sometimes your club gets the performing bug, it happens to the best of us and it's a pretty great thing when it does. Club performances are some of the best ways to show off what your club is all about and get some new members on board. In the past Roundhouse has hosted a slew of club performances from theatre plays on our main room stage with NUTs, hilarious and amazing dance and singing comps with colleges and Law society in the beer garden to our open mic nights with Musoc and Studio 4 in the club bar. Many clubs have stepped up and taken the performance challenge and we're always ready to welcome more. Throughout the course of the planning period we're also happy to give advice to help you organize the event.



STEPS TO MAKING YOUR BOOKING:

1. Email (n.downward@arc.unsw.edu.au) at least **2 months in advance** of your performance
2. Include the **date and time** your performance will be held, **expected turn out**, your **budget**, **audiovisual needs (see page 7)** and a **brief rundown** of the type of performance and how you think you'd like it to run.
3. From there we will be able to provide you with a quote and organize a meeting if required.
4. Throughout the course of the planning period we're also happy to give advice to help you organize the event. Feel free to email us for advice at any time and we'll help out as best we can.

SUGGESTED ROOMS

The Club bar is a great room for a member's only or ticketed performance, for public performances you can't go past the **Beer Garden** stage though make sure you book well in advance to avoid clashing with one of the Roundhouse's own programs. For events expecting an audience of 200+ the **Main Room** with its huge space, customizable stage and amazing lighting rig is the best it can get.

THINGS TO REMEMBER WHEN BOOKING

- A good show always goes down better with finger food and a drink. Organize for a **Bar Tab** and preshow canapés from our **catering** menu (page 8) in your initial email for your hungry audience and performers.
- Events of 80+ people will require at least 1 security guard, the amount of guards needed will be at the discretion of the Roundhouse but the cost will always be quoted to you before you commit to the event.
- If your club wants to show off its stuff with a small performance but isn't ready to plan for their own event the O-week and Foundation day stages are always looking for volunteers, please send an email to n.downward@arc.unsw.edu.au for more info on getting a slot on the stage program.

MARKETS

We're always encouraging societies to find new ways to engage with members and when the idea of clubs running their own markets was proposed we were all for it and ready to help. As well as running our own flea markets during semester Arc and the Roundhouse have assisted with club markets of various levels such as the huge **Arc Precinct** Indonesian night markets to the smaller Malaysian markets in the **Beer Garden** where club members as well as restaurant owners from around the community came together to build a great event. Outside of club events we've also helped run huge poster markets in the **Main Room** and even small markets in the **Marsh Room** and we'd encourage and be happy to help any clubs that want to have a go at them.

STEPS TO MAKING YOUR BOOKING:

1. Email (n.downward@arc.unsw.edu.au) at least **2 months in advance** of the market.
2. Include **time and date** you want to hold the event, a **brief rundown** of what kind of markets you want to run and how you want the event to go and most importantly **your budget** for the event
3. A meeting will be organized with your club exec, we will be discussing information such as **expected power requirements, audio visual needs** and how you want to **organize your stalls**. Make sure you have a plan in place before the meeting!



SUGGESTED ROOMS

The Wurth/Drawing Room or even **The Marsh Room** can easily be used for a small, indoor table stalls market. For larger events **The Main Room** can be a great place for clubs to come in and set up their wares. Food markets need to be outdoors events and we've had great success in the **Beer Garden** with smaller food markets and the **Arc Precinct** is the perfect place for a massive outdoor market.

THINGS TO REMEMBER WHEN BOOKING

- Markets are huge commitments in organization. It would be advisable to see if you can team up with some like-minded clubs before considering organizing one.
- Make sure to let us know if you'll be having performances and MCs while your markets are happening (most clubs do) so we can help you organize a stage and audio visual needs.
- Not ready to run your own markets? Set up a club stall at the Arc flea markets email markets@arc.unsw.edu.au for more info.

AUDIO-VISUAL HIRE

Every event can benefit with a little bit of technology. Clubs enjoy a 40% discount on ALL equipment hire booked through the Roundhouse which has been included in the prices below and keep in mind that in most cases any equipment not listed can be made available on request:

EQUIPMENT	COST PER DAY
DATA PROJECTOR WITH SCREEN	\$90
PA SYSTEM AND MICROPHONE (CAN BE SET UP FOR IPOD ON REQUEST)	\$60
DJ EQUIPMENT	\$105
SET UP FOR A BAND (MAY REQUIRE ON SITE TECHNICIAN FOR EVENT)	\$105
VIDEO/DVD PLAYER AND TELEVISION	\$36
PORTABLE STEREO	\$6
FLIP CHART WITH PAPER	\$15
WHITEBOARD	COMPLIMENTARY
LECTURN AND MICROPHONE	\$30
TECHNICIANS	\$35 P/H

CATERING

Canape's and Fingerfood

Hot food platter 1: (serves 12) \$60 + GST

Selection of spring rolls, samosas, mini pies and mini sausage rolls with sauce

Hot Food Platter 2: (serves 12)- \$60 + GST

Selection of spring rolls, samosas, spinach triangles and chips with sauce

Hot Food Platter 3: (serves 12)- \$60 + GST

Selection of fish cocktails, prawn cutlets with chips and sauce

Sandwich Platter: (serves 10) \$65 + GST

Selection of freshly made sandwiches on assorted bread, Turkish and wraps

Cheese platter (serves 10) - \$60 + GST

Selection of delicious cheese and crackers

Antipasto Platter (serves 25) - \$120 + GST

Selection of deli meats, marinated vegetables, olives, cheese and breads

Fruit Platter: (serves 10) - \$60 + GST

Selection of fresh seasonal fruit

BBQ Options

BBQ Package 1: \$4.50 +GST per person

Cooked option (sausage, onion, bread roll and condiments)

BBQ Package 2: \$3.50 + GST per person

Uncooked option (sausage, onion, bread roll and condiments)

Soft drink addition: \$1.50 + GST per person

Drink's Packages

Soft Drink Packages

<i>Assorted Soft drinks</i>	½ Hour: \$2.50/person
<i>Orange Juice</i>	1 Hour: \$4.00/person
<i>Cranberry Juice</i>	2 Hours: \$6.00/person
<i>Pinapple Juice</i>	3 Hours: \$8.50/person

Beverage Packages

<i>Hardy's Sauvignon Blanc</i>	½ Hour: \$7.00/person
<i>Hardy's Cabernet Merlot</i>	1 Hour: \$11.00/person
<i>Omni NV</i>	2 Hours: \$16.00/person
<i>Hahn Super Dary 3.5%</i>	3 Hours: \$20.00/person
<i>Hahn Premium Light</i>	
<i>Orange Juice</i>	
<i>Soft Drinks</i>	

