

Room Booking Price List

Commercial Rates

		2011 Charges
Seminar/Tutorial/Meeting (0-20 persons)		
- Mon-Fri	Per half day	\$125
	Per day	\$230
- Sat/Sun/Public Holidays	Per half day	\$255
	Per day	\$405
Seminar/Tutorial/Meeting (21-50 persons)		
- Mon-Fri	Per half day	\$170
	Per day	\$275
- Sat/Sun/Public Holidays	Per half day	\$295
	Per day	\$460
Seminar/Theatre (51-100 persons)		
- Mon-Fri	Per half day	\$220
	Per day	\$355
- Sat/Sun/Public Holidays	Per half day	\$355
	Per day	\$550
Seminar/Theatre (101-150 persons)		
- Mon-Fri	Per half day	\$275
	Per day	\$470
- Sat/Sun/Public Holidays	Per half day	\$440
	Per day	\$715
Seminar/Theatre (151-250 persons)		
- Mon-Fri	Per half day	\$375
	Per day	\$600
- Sat/Sun/Public Holidays	Per half day	\$510
	Per day	\$800
Seminar/Theatre (251-299 persons)		
- Mon-Fri	Per half day	\$440
	Per day	\$690
- Sat/Sun/Public Holidays	Per half day	\$550
	Per day	\$850
Auditorium (300+ persons)		
- Mon-Fri	Per half day	\$600
	Per day	\$930
- Sat/Sun/Public Holidays	Per half day	\$785
	Per day	\$1195

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Non Commercial Rates

		2011 Charges
Seminar/Tutorial/Meeting (0-20 persons)		
- Mon-Fri	Per half day	\$85
	Per day	\$155
- Sat/Sun/Public Holidays	Per half day	\$155
	Per day	\$275
Seminar/Tutorial/Meeting (21-50 persons)		
- Mon-Fri	Per half day	\$105
	Per day	\$200
- Sat/Sun/Public Holidays	Per half day	\$180
	Per day	\$315
Seminar/Theatre (50-100 persons)		
- Mon-Fri	Per half day	\$155
	Per day	\$255
- Sat/Sun/Public Holidays	Per half day	\$205
	Per day	\$350
Seminar/Theatre (101-150 persons)		
- Mon-Fri	Per half day	\$165
	Per day	\$275
- Sat/Sun/Public Holidays	Per half day	\$230
	Per day	\$405
Seminar/Theatre (151-250 persons)		
- Mon-Fri	Per half day	\$250
	Per day	\$365
- Sat/Sun/Public Holidays	Per half day	\$305
	Per day	\$510
Seminar/Theatre (251-299 persons)		
- Mon-Fri	Per half day	\$270
	Per day	\$400
- Sat/Sun/Public Holidays	Per half day	\$325
	Per day	\$550
Auditorium (300+ persons)		
- Mon-Fri	Per half day	\$430
	Per day	\$675
- Sat/Sun/Public Holidays	Per half day	\$490
	Per day	\$740

NOTE:

- Any bookings that fall in part or in whole outside normal hrs of operation may incur additional security and / or facility charges.
- Half days are any 4 hours session
- Whole days are any 8 hours session
- Hourly rates available on application
- An audio visual levy of \$30 applies to all bookings in lecture theatre and classrooms with complete audio visual suite
- A surcharge of 10% applies to all bookings in the city precinct

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Conditions of Hire

1. All room hires must conclude at the time set out in the Room Booking Quotation.
2. Booking Quotation: For each hour that the Hirer occupies the room(s) after such conclusion time, the hirer must pay the rates detailed in the Room Booking Quotation (on a pro-rata basis).
3. All hired rooms are to be left in a clean and tidy state and clear of rubbish. If cleaners are required to be brought in because of unsatisfactory cleanliness in these rooms after usage, this cost will be charged to the hirer.
4. All lighting and electrical equipment must be switched off after use.
5. Removal of University property from rooms and rearrangement of furniture within rooms without prior permission is prohibited. If permission is granted, the hirer must return the furniture to its original configuration after usage is completed.
6. The hirer is solely responsible and liable for, and Victoria University does not accept responsibility or liability for, any loss, theft or damage to the equipment and/or property of the hirer or any guest or invitee of the hirer whilst on University premises.
7. Rooms hired on public holidays or during any period of University closure will be subject to additional security charges and possibly other staff labour charges.
8. The hirer shall reimburse the University upon demand, all expenses incurred by the University for, or in connection with, any damage to the room and any loss or damage to property or equipment belonging to the University or any employee or agent of the University.
9. The University reserves the right to re-locate the hirer to another room, on short notice, should the original room become unavailable for use.
10. The hirer acknowledges and agrees that University officers shall have access to any of the rooms hired at all times.
11. The hirer acknowledges and agrees that the On-Campus Caterers detailed in the Room Booking Quotation have exclusive rights to supply catering to the room(s). Hirers may not bring another catering company on campus at any time unless the On-Campus Caterers have been offered the opportunity to provide catering and have declined or been unable to provide such catering (eg. where the hirer requires kosher catering).
12. The selling and/or consumption of alcohol is not permitted without written approval of the Room Bookings Coordinator. If such approval is granted, the hirer must obtain the relevant liquor license and forward a copy of it to the Room Bookings Coordinator at least two weeks prior to the date of the event.
13. The consumption of food and beverages is not permitted in Lectures Theatre/ Auditorium.
14. All advertisements and public announcements concerning events to be held on University premises must include
 - a. The name of the organization or person responsible for the arranging of the event.
 - b. The venue name, in terms of Campus, Building and/or Room Number.
 - c. The title of the event.
 - d. The statement: "The organizer acknowledges that this event is in no way a part of, or associated or affiliated with, Victoria University".
15. The hirer releases and indemnifies Victoria University from and against all claims, demands, actions, proceedings and expenses in connection with any injury (including death) to any person attending the hirer's event.
16. The hirer must effect and maintain adequate and appropriate public liability insurance for the event and must provide Victoria University with a copy of the certificate of currency in respect of such insurance policy at least 14 days prior to the event.
17. The hirer shall be responsible for arranging any copyright licenses or clearances that may be required in respect of materials used or displayed at the event (whether in print or electronic form). The hirer indemnifies Victoria University against all claims, actions, demands, proceedings and expenses arising out of the use or display of such materials.
18. The number of patrons at the event must not exceed the room's capacity.
19. An invoice for the room hire reflecting the charges detailed in the Room Booking Quotation will be sent out, via mail, immediately after the event. Such invoice must be paid within 30 days of its date.
20. An advance deposit may be required at least 14 days prior to the event to secure the room hire booking, equal to up to 50% of the total value of the booking. This is at the discretion of the Room Bookings Officer.
21. If the hirer cancels or postpone the event within 14 days of the date of the event, the hirer will forfeit all deposits paid in relation to the event and immediately pay to Victoria University all amounts which would otherwise have been payable if the event had taken place. All or a proportional amount of these amounts will be refunded if Victoria University is able to re-book all of the revenue originally anticipated from the event.
22. Victoria University may vary these conditions of hire at any time without notice.
23. Restricted parking and Parking Fees apply on all Victoria University sites.