



Room Booking Form

Please complete the form below and send it to clubs@vu.edu.au for assistance. Please allow at least 3 working days for confirmation.

YOUR NAME:

YOUR CONTACT NUMBER:

YOUR CLUB NAME:

NAME OF THE EVENT:

WILL YOU BE PRESENT AT THE EVENT TO SUPERVISE? (Y / N)

IF NO, NAME OF SUPERVISOR ON THE DAY:

SUPERVISOR CONTACT NUMBER:

ARE THERE NON VU STUDENTS ATTENDING? (Y / N)

WILL PARTICIPANTS BE CHARGED AN ADMISSION FEE? (Y / N)
MUCH?

IF YES, HOW

HOW WILL THE EVENT BE PROMOTED?

IF REQUIRED CAN YOU PROVIDE MARKETING MATERIALS? (Y / N)

IF REQUIRED CAN YOU PROVIDE PRESENTATION MATERIALS? (Y / N)

BOOKING DETAILS

DATE NEEDED	
TIME (i.e. 9.00-12.00pm)	
CAMPUS	
PURPOSE OF BOOKING	
ROOM CAPACITY(i.e. number of students)	
ROOM TYPE (i.e. PC lab, L/T, GPC)	
AUDIO VISUAL REQUIREMENTS	
ADDITIONAL REQUIREMENTS	

I _____ accept all the information provided above are correct and that I will take full responsibilities for the booking request and the use of Victoria University facilities. **I have read, understand and agree to the terms of the Conditions of Hire for Students Clubs and Societies.**

Signature: _____

Date: / /

Conditions of Hire for meeting rooms and teaching spaces (Student Clubs and Societies)

1. **Victoria University (VU) rights.** VU reserves the right to:
 - a. refuse any booking application without giving reason.
 - b. cancel the hirer's booking, effective immediately.
 - c. re-locate the hirer to another room, on short notice, should the original room become unavailable for use.
 - d. prohibit or halt any activity which in its opinion is objectionable, dangerous, unlawful, infringes the intellectual property rights of third parties or which is potentially detrimental to VU's reputation.
 - e. access hired rooms at any time.
 - f. request proof that these Conditions of Hire, as well as any terms specified on the relevant room booking request form, are being complied with.
2. **Hirer obligations.** At all times when using the room, the hirer must:
 - a. only use the room for the purpose stated on their room booking request form.
 - b. comply with all laws.
 - c. not cause any disturbance or nuisance.
 - d. comply with any lawful direction issued by VU staff.
 - e. not infringe the intellectual property rights of any third party.
 - f. not act in any manner which may be detrimental to VU's reputation or is against VU's values.
 - g. ensure that the number of patrons at the event must not exceed the room's capacity.
3. **Sublease.** The hirer must not sublease or allow any other organisation or individual to use the room for the period for which the hirer has booked the room.
4. **Clean and tidy.** The hirer must leave all hired rooms in a clean and tidy state and clear of rubbish, with all lighting and electrical equipment switched off after use. The hirer agrees to reimburse VU upon demand, for any costs VU incurs returning the room to a satisfactory state.
5. **Damage.** The hirer agrees to reimburse VU upon demand, all costs incurred by VU for, or in connection with, any damage to the room and any loss or damage to property or equipment belonging to VU or any employee or agent of VU.
6. **VU property.** Removal of VU 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.
7. **Booking times.** The hirer must vacate the room at the time set out in the room booking request form (as approved by VU). If the event runs over the time booked, VU reserves the right to charge additional fees as detailed on its website (on a pro rata basis).
8. **Loss, theft or damage.** The hirer is solely responsible and liable for, and VU 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 VU premises.
9. **Public holidays.** Rooms hired on public holidays or during any period of VU closure may be subject to additional security charges and other staff charges.
10. **Outside hours.** VU provide room hire (via Student Life) at no cost to registered student groups and clubs from 9am to 6pm, Monday to Friday. Outside these hours, VU's non-commercial rate for room bookings may apply at the discretion of the Room Booking Coordinator.
11. **Food and beverages.** The consumption of food and beverages is not permitted in any classrooms, computer labs, lecture theatres and auditoriums. The Room Booking Coordinator may approve the consumption of food and beverages in other rooms subject to the following conditions:
 - a. **Catering.** Hirers must not bring their own 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).
 - b. **Alcohol.** The hirer must not sell and/or consume alcohol on premises without written approval of the Room Booking Coordinator. If such approval is granted, the hirer must obtain and comply with the relevant liquor licence and forward a copy of it to the Room Booking Coordinator at least two weeks prior to the date of the event. Additional security charges may apply.
12. **Advertisements.** Advertisements, public announcements and posters (regarding any event held in a room booked under these Conditions of Hire) which is displayed around VU's campuses must include:
 - a. The club name and the relevant Student Life club logo;
 - b. The title of the event; and
 - c. The venue name, in terms of Campus, Building and/or Room Number.

13. **Required licences or clearances.** The hirer shall be responsible for arranging any licences or clearances that may be required in respect of materials used, communicated or displayed at the event.
14. **Cancellation.** The hirer must give the Room Booking Coordinator 14 days' notice of a cancellation of the room booking.
15. **Refund.** No refund will be given if VU cancels a booking due to the hirer breaching these Conditions of Hire or any terms specified on the relevant room booking request form. If VU cancels a booking for reasons not related to such a breach, VU will refund the hirer's booking fee in full, or in the case of ongoing bookings for any unused part.
16. **Variation.** VU may vary these conditions of hire at any time without notice.