



## University of New England Estate & Built Environment Event Management

University of New England  
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The University of New England has a number of venues available for general hire. These venues are managed by Estate & Built Environment (EBE). EBE is able to offer a broad range of services to assist in the coordination and management of events on the University campus. The following provides a list of services available from EBE that should be considered in the planning of events to be held at UNE.

- Licensed Events –Management of conditions of sale/service of alcohol, approval required.
- Additional Security requirements.
- Event Parking – Signage and coordination.
- Electronic Access Control – Special access requirements, after-hours access.
- Audio Visual – Tech support & equipment - approved external supplier.
- Set-Up – Special seating configurations, tables, lecterns etc.
- Cleaning – Additional cleaning required outside normal cleaning schedules.
- Grounds – Mowing, gardening, leaf blowing etc.
- Flags/banners/signage.
- VIP Visits – Engage and coordinate additional services, police etc.
- Fire Safety – Alarm isolations, fire danger assessment.
- Concert Piano – Approval for use and management of instrument.

### 1. General Conditions of Hire

The following General Conditions of Hire and Venue Usage Policy should be carefully read and understood.

A Hirer must acknowledge the understanding of these conditions of hire by signing and returning the risk assessment document provided. No booking will be considered confirmed until this document is received by EBE.

Irrespective of fee structures, all other clauses in these documents describing the relationship between the University and external hirers are binding at all times throughout the hire period.

If additional information or an explanation regarding the hire of venues at the University of New England is required please contact EBE on (02) 6773 2467 or email [EBE-events@une.edu.au](mailto:EBE-events@une.edu.au).

### 2. University of New England Bookable Spaces Usage Policy

The University of New England [Theatres and Halls Policy](#) will accompany the *General Conditions of Hire*. It is in your interests to read all these documents carefully. The University Staff members appointed to the hire will adhere strictly to the rules and conditions embodied in these documents.

### **3 University Venues for Hire and Associated Costs**

The basic hire fees for specific venues at the University of New England are:

**Lazenby Hall -** \$480 per day

**Lazenby Hall Annexe -** \$80 per day

**Madgwick Hall -** \$250 per day

**Lecture Theatres -** \$250 per day

**Other Main Campus Venues, including Kirby Farm & Newholme:**

\$50 per hour or \$200 per day

**Cleaning Fee -** \$120 per day

**Custodian Fee -** \$120 per person

**Isolation Fee -** \$120

#### **3.1 Alternative Rates of Hire**

The Hirer may request an alternative rate of hire whereby financial assistance is of benefit to a charitable organisation or the local Armidale Community. Applications for alternative rates of hire should be submitted to EBE. This request must be in writing and provide evidence that no financial gain shall be sought or obtained by the Hirer. Each application will be considered individually with any subsidised rate of hire being granted at the discretion of EBE.

Upon the grant of a subsidy, the University of New England appreciates where the Hirer acknowledges the sponsorship of the University in media coverage and advertising material relating to the event. The appropriate advertising images are available from the University of New England Marketing and Public Affairs division in print and electronic formats.

#### **3.2 Additional Costs**

Additional costs may apply for the provision of required or additional services. These additional charges will be quoted and provided by EBE. Additional costs include, but are not limited to, the following:

##### **3.2.1 Cleaning Fees**

A cleaning fee is applied to all bookings and includes a complete clean of the venue following each day of hire. This cleaning fee does not include cleaning between performances when multiple performances occur during a single day of hire. Additional cleaning can be provided at the request of the hirer and can be arranged by EBE. The general cleanliness of the venue following usage is the responsibility of the Hirer. If the general cleanliness is not maintained by the Hirer an additional cleaning fee will be incurred. The Cleaning fee will be included in the cost estimate provided by EBE.

##### **3.2.2 Custodian Fees**

A custodian is required at events to ensure the safety and wellbeing of all attendees. A custodian trained and approved by EBE will be provided at each performance. Multiple custodians may be required when the venue is large or complex in nature or where a large number of people are in attendance. The Custodian fee will be included in the cost estimate provided by EBE.

##### **3.2.3 Set-Up Costs**

If the Hirer requires any alteration to a venue (i.e. the placement/removal of seating, tables and/or display boards etc) the costs incurred by the University of New England will be

passed on to the Hirer. This fee may vary due to the size or complexity of the venue and will be provided in a cost estimate by EBE.

#### **3.2.4 Piano Hire**

A piano is available in the following venues. The prices quoted are for the use of the piano per day and includes tuning and maintenance where required. Pianos are inspected for damage prior to and following each performance. The Hirer will pay for any repairs or damage caused to a piano by inappropriate or improper use or handling. Documents and forms relating to the hire and use of the Steinway Grand Piano are available from EBE.

**Lazenby Hall, Steinway Concert Grand Piano -** \$500

**Lazenby Hall, Steinway Baby Grand Piano -** \$150

#### **3.2.5 Storage Costs**

All equipment, props, costumes, merchandising, etc. must be removed following each performance unless an alternative arrangement is agreed to by EBE. Any equipment or items that remain in the venue and affect the normal usage of the area will be stored by EBE and a storage fee of \$25 per day will be incurred by the Hirer.

#### **3.2.6 Fire System Isolation Fee**

Activities that may interfere with fire safety systems may require a temporary localised isolation of the fire alarm system. These activities may include the use of theatrical smoke machines, laser lighting or the preparation/cooking of food. All details of any activity that may affect fire safety systems must be brought to the attention of EBE. If a fire system isolation is required a fee will be incurred by the Hirer. This fee will be included in the cost estimate provided by EBE.

### **4 Booking Confirmation**

**No booking will be confirmed until the relevant booking forms are completed, returned and approved.**

For a booking to be confirmed the Hirer must return all required forms to EBE at least 3 weeks prior to the event. These forms must include proof of Public Liability Insurance to the value of \$10 million.

A cost estimate will then be provided using the information received from the Hirer. It is the responsibility of the Hirer to ensure that the information provided is accurate. Any costs incurred by the University of New England that are not included in a cost estimate due to an error or omission by the Hirer will be passed to the Hirer.

### **5 Accounts**

An invoice will be sent out the following month from your booked date.

The Hirer is required to **finalise all accounts within a thirty (30) day period** upon receipt of a University of New England Invoice.

### **6 Main Venue Seating Capacities**

The seating capacities for the main venues for hire at the University of New England are currently restricted due to the COVID-19 pandemic.

For detailed information related to seating for all public spaces for hire and their capacity please contact EBE.

**Under no circumstances should the number of patrons exceed the stated seating capacity. Aisles and emergency exits must be kept clear at all times.**

## **7 Facilities and Equipment**

Hire of venues includes use of the equipment and facilities as determined by EBE.

Hirers **must ensure that all requirements** are listed and attached to any booking forms returned to EBE.

The Hirer is responsible for maintaining all University equipment in the same condition as at the commencement of the hiring period.

### **7.1 Hirer's Equipment**

Permission may be granted for Hirers to use their own (or externally hired) equipment by EBE. Where this equipment is compatible with existing systems in the venues and will not prejudice the venues in any way.

### **7.2 Technical Services**

If the Hirer wishes to make use of the theatres/auditorium's technical equipment, a suitably trained person must be provided.

We request that you engage our approved provider Macsound directly for all your needs.  
<https://www.macsound.com.au> Ph: 02 6778 4090

EBE is unable to provide any assistance in the operation of audio visual or sound and lighting equipment.

The audio visual equipment as included in University of New England venues is maintained in a default setting. This equipment includes AMX Systems, stage lighting and sound systems. All audio visual equipment moved or altered in any way by the Hirer including the position of roof lighting, spot lighting, colour filters (gels), and lighting gates must be returned to the default setting following the use of the venue. Failure to reset audio visual equipment to the default setting by the Hirer will result in the fee incurred by EBE being passed to the Hirer.

Any damage caused to any audio visual equipment will be repaired at the Hirers expense.

## **8 Security**

The security personnel employed by the University of New England will conduct their duties as required by Safety, Security and Information Management. Security personnel are not to be relied upon to provide access or escort to a venue unless previously arranged by the Hirer through communication with EBE.

**Security staff will not provide unauthorised access to University venues or equipment.**

**Security staff will not provide instruction or assist in the operating of audio visual equipment.**

Any additional security measures required by the Hirer must be agreed to by the University of New England through EBE.

## **9 Theatre Craft - Building/Painting**

**The building and painting of sets and props is restricted to loading dock areas.**

Assembling/set-up of sets and props on the stage itself or in the wings must be carried out with total respect and care for the stage surface, borders, legs, travellers, tabs, projection screens, lanterns and all other fixtures, fittings and equipment.

**The use of painting equipment of any description is forbidden.**

No nails, screws, staples or other such fastening devices are to be used to attach sets, braces or floor cloths to the stage surface without prior approval from EBE. Further, it is the responsibility of the Hirer to ensure that the stage surface is suitable for the hirer's needs prior to the commencement of the hire period.

Under no circumstances are fasteners, (pins, clips etc.) of any description to be used on any drapery.

The foyer and auditorium areas must be kept clean and clear at all times. Exterior paved or cemented areas must not be used for painting.

## **9.1 Static Displays**

Static displays and any alteration to furniture or existing displays requires the prior approval of EBE. No nails, screws, staples or other such fastening devices are to be used to attach displays or hanging points to wall or ceiling areas. No adhesives such as glue, "blue-tac" or sticky tape are to be used to fasten displays to walls or ceiling areas. Any damage created by the use of fastening materials will be repaired at cost to the Hirer. Any cleaning costs associated with the removal of glues or adhesive residue will be passed to the Hirer.

## **10 Consumption of Food and Drink in Venues**

The consumption of food and/or drink is restricted to the foyers of the venues. **Food or drink consumption in other areas is prohibited** unless approved by EBE. Any additional cleaning required due to the unauthorised consumption of food or drink will be at cost to the hirer.

### **10.1 Service, Supply, and Consumption of Alcohol in Venues**

The sale, supply or consumption of alcohol, to the public, technicians, performers, or other individuals associated with the Hirer's use of the venue, without prior written application and approval, is strictly prohibited. The appropriate application may be obtained from EBE.

Whereby the sale of alcohol requires a Liquor Licence, the Hirer must ensure that all License conditions are complied with at all times.

## **11 Indemnity**

**The Hirer must indemnify the University**, its members, servants and agents from and against all liability for damages, costs, actions, claims and demands which may be made, sustained, suffered or recovered against it or them by any person for injury to person or property however sustained as a result of negligence on behalf of the Hirer or the Hirer's staff, when using, entering, leaving, within or near the venue during the period of hire.

## **12 Insurance**

**Hirers are required to provide Public Liability Insurance Cover to the value of ten million dollars. Proof of appropriate insurance coverage must be provided to EBE.**

The University accepts no responsibility for the property of the Hirer. This extends to equipment hired from external sources by the Hirer or on behalf of the Hirer.

## **13 Special Conditions**

**The hire of a University venue does not create any tenancy or partnership agreement between the Hirer and the University.** The legal right to possession and control over the venue remains vested in the University of New England. The University of New England retains the right to enter the venue at any time and to eject the Hirer for any breach of the *General Conditions of Hire*, and *Theatres and Halls Policy* or infringement of security or restrictions of use provisions. The Estate & Built Environment Director may make special and/or additional conditions should circumstances warrant.

#### **14                    Restriction of Use**

Hirers shall not use any venue for any purpose that may be considered contrary to the function or reputation of the University of New England. Hirers shall not use any venue in any way that may be considered inappropriate or in contradiction to the conditions featured in any related insurance contract, licence agreement or usage policy.

Hirers shall carry out their activities in such a way so as to avoid any interference (by way of sound or other distraction) with the normal University activities of the adjoining buildings.

No performance or part of a performance may take place outside the venue without prior approval EBE.

The Hirer will not permit any flame, explosive, or fuel to be brought into or used in any venue, except in such circumstances as are approved by EBE. Possession of firearms or replicas of firearms (including ammunition or magazine), or other weapons is strictly prohibited. The intended use of any replica weapon as a prop in any performance or simulation must be brought to the attention of EBE for risk assessment and approval.

#### **15                    Use by a Third Party**

A third party without the written consent of EBE may not use the theatre/auditorium, or any bookable space. Such consent will only be granted where the principal Hirer has agreed to the sharing of facilities, and compliance by the third party with the terms and conditions of the *General Conditions of Hire*, and *Theatres and Halls Policy* applicable to the Hirer themselves.

#### **16                    Restoration of Premises**

Any damage to University of New England property caused by any person associated with the hire of the venue must be repaired/replaced at the Hirers expense. Such persons may include delivery drivers, caterers, performers, technicians or audience members.

#### **17                    Copyright**

A license or written permission must be obtained from the copyright holder, the appropriate publishing company or copyright collection agency (such as AMCOS, PPCA, APRA, and CAL) as and if required, and evidence of such agreement may be requested to be shown to Estate & Built Environment.

The University of New England denies any responsibility for any breach of copyright by a Hirer. It is the responsibility of each hirer to ensure that all copyright agreements and conditions for their production are met.

#### **18                    Dispute Resolution Procedures**

In the event of any dispute between the Hirer and the University, the Hirer has the right to contact the Estate & Built Environment of the University of New England to resolve any outstanding issues.

#### **19                    Tickets**

**Hirers must supply their own tickets, box-office staff and front-of-house staff.**

#### **20                    First Aid**

Each Hirer will service their own first aid needs and **must supply** a suitable first aid kit.

#### **21                    University of New England Traffic and Parking Policy**

For the purposes of Traffic and Parking Management the University of New England's Academic Campus, Residential College Areas, Sporting Areas, are categorised as

Restricted Parking Areas as provided by the *Road Transport (General) Act 1999*, *Road Transport (Safety and Traffic Management) Road Rules Regulations 1999*, and *Road Transport (Penalty Notices and Short Descriptions of Offences) Regulations 1999*.

Pay for Parking' is in operation Monday to Friday 8am-4.30pm (excluding public holidays) **Any areas outside of marked bays is designated strictly no parking**. Penalty Notices are issued to vehicles in breach of the UNE Parking Policy and Parking Procedures.

During these hours visitors must pay for parking. Tickets can be purchased from any of the parking machines on campus. Parking machines accept either coin or credit card. Credit cards accepted are either visa or master card. A ticket from the machine allows you to park in any (visitor) purple or blue permit bay. The permit must be clearly on the dashboard of the vehicle. Failure to pay the prescribed fee or parking other than in a marked purple or blue parking bay may result in a fine being issued.

The *University of New England Parking Policy and Procedures* are available from the UNE Estate & Built Environment Parking website.

For further information regarding Parking at UNE please contact the UNE Safety, Security and Information (02) 6773 2099 or Parking Administration on (02) 6773 3161.

## **21.1 Buses and Large Vehicles**

Activities that require, or are likely to require, buses or large vehicles to park on the University Campus during business hours should contact either Safety, Security and Information (02) 6773 2099 or Parking Administration (02) 6773 3161 for advice on where to park. The Hirer is responsible for the gathering of information regarding Bus or heavy vehicle and transport timetables.