**Room Booking Checklist used for all other bookable spaces**

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| **U s e r D e t a i l s** | | | | | | | | | |
| Booking/Function Title: | |  | | | | | | | |
| Venue: | |  | | | Date | | |  | |
| Organisation Name: | |  | | | | | | | |
| ABN ( If applicable ): | |  | | | | | | | |
| Contact Person Name: | |  | | | | | | | |
| Contact Person Phone Number: | |  | | Email Address: | |  | | | |
| Organisation Address: | |  | | | | | | | |
| Organisation Email Address: | |  | | | | | | | |
| Organisation Phone Number: | |  | | Fax Number: | |  | | | |
| \*Venue Walk-through Requested | | Yes/No | | Date & Time | |  | | | |
| Time (Bump In) | |  | | Time (Bump Out) | |  | | | |
| Time Performance Starts | |  | | Time Performance Finishes | |  | | | |
| Breaks in the Performance (times) | |  | |  | |  | | | |
| Description of Organisation and activities it conducts and/or services it provides:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **U s e r R e q u i r e m e n t s** | | | | | | | | | |
| What type of Activity | **UNE:**   Core Teaching (Lectures, Tutorials, Exams)   Non Core Teaching (Conferences, Seminar)  **Other:**   Community (Non Profit Organisations, Community Groups, Schools)   Commercial (Musical Society, Travelling Performers) | | | | | | | |  |
| Indicate what type of furniture and or equipment required: | |  |  |  | | --- | --- | --- | | □ Lectern  □ Urns  □ Dressing Rooms  □ Wheelchair Access  □ Directional Signage (security) | □ Tables (Amount\_\_\_\_\_\_\_)  □ Chairs (Amount\_\_\_\_\_\_\_\_)  □ Kitchen  □ Foyer Arts ground floor  □ Stage  □ Fire Isolation | □ Lighting (own technician must be provided)🞰  □ Sound Desks (own technician must be provided) | | | | | | | | |  |
| Please indicate the time of the day access is required: | Set Up Time: | | Rehearsal Times: | | | | Actual Performance Times: | |  |
| Meal Breaks: | | Intermission: | | | | Other: | |
| Do you have any additional specific requirements which are noted in General Conditions of Hire:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |

\*If you have not used venue previously a walk-through of the venue is compulsory prior to the event.

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| **R i s k A s s e s s m e n t F o r m** | | | |
| This section **MUST** be completed by the user to complete registration. | | | |
| List the type and levels of insurance held by your organisation & provide a copy of the insurance papers (refer to page 7, section 10.1 of Conditions of Hire (External): | | Insurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Provide total numbers of people attending including all professionals, presenters, as well as anticipated attendee numbers | | Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| Does the activity involve activities that are considered high risk in nature, such as the use of a naked flame, or smoke generator? | |  | |
| Have you or do you intend to apply to serve or supply alcohol? | |  | |
| Do any of your participants have a disability? If so, will they need assistance? | |  | |
| List the type and nature of equipment involved (e.g. stage props, cords, etc.) | |  | |
| **A g r e e m e n t** | | | |
| I/We understand and agree to abide by the Terms and conditions contained within the Conditions of Hire and Acknowledge that I/We have received this documentation. | | | |
| Name: | Signature: | | Date: \_ \_ / \_ \_ / \_ \_ \_ \_ |

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| **Facilities Management Office Use** | | | |
| □ $250 Madgwick Hall & Lecture Theatres  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ $120 Cleaning  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ $25 per hour UNE Campus other Venues X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ $110 Custodians  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ AV Technical Theatre Staff Macsound. Weekdays $198 first 3 hours & after first 3 hours $66 per hour  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | □ $125 (50%) Madgwick Hall & Lecture Theatres  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ $120 Isolation Fee  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ $100 per day UNE Campus other Venues X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Other (setup etc.)  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ AV Technical Theatre Staff Macsound. Saturday rate $231 first 3 hours & after first 3 hours $77 per hour. □ Sunday $297 first 3 hours & after first 3 hours $99 per hour  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Total Costs** |  |  | |
| **Work Request:** |  | **Date Information Sent Out:** | |
| □ Disabled Assist  □ Fire Isolation. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ cleaning  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | □ AV Technical Theatre Staff. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Insurance Provide  □ Security notified for access. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Venue walk through requested. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |