**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: |

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| □ 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) |

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| 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 CustodiansX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ AV Technical Theatre Staff Macsound. Weekdays $198 first 3 hours & after first 3 hours $66 per hourX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | □ $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 hourX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Total Costs**  |  |  |
| **Work Request:** |  | **Date Information Sent Out:** |
| □ Disabled Assist □ Fire Isolation. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ cleaningDate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | □ AV Technical Theatre Staff. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Insurance Provide□ Security notified for access. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Venue walk through requested. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |