



# VENUE BOOKING FORM

Updated January 2018

## What is this form for:

This form is to be used to book UCSA Venues for events only. Any bookings in UC rooms must be on an Event Notification Form which is available from the UCSA Clubs Coordinator or the UCSA Reception.

## How to secure a booking:

1. Please complete the following UCSA Venue Booking Form (the sooner you submit this form the better!) and return to the Clubs Coordinator via clubs@ucsa.org.nz or to the UCSA Reception.
2. Your form will be reviewed and once the Clubs Coordinator is satisfied with the information you have provided your booking will be booked in, to be discussed with the venue management at the Events Centre meeting.
3. If you have requests any food, a bar tab, or technical equipment, Venue Management / the Clubs Coordinator will probably have some follow up questions. Please ensure these are answered promptly.
4. If any of your requests incur a cost, this will be communicated to you via the Clubs Coordinator and an invoice will be issued.
5. On the booking is booked in, and any invoices are paid, your booking is confirmed! Congratulations, your event is good to go!
6. If any details of your event change or you need to cancel your booking please contact us immediately! You must give plenty of notice when cancelling a booking.

VENUE	CAPACITY	OPENING HOURS	BOOKABLE HOURS
UCSA Event Centre (The Foundry & Bentleys combined)	1000 Standing 400 seated 600 theatre style	Tuesday to Saturday - 2pm till late (Term Time Only) Unless Otherwise Booked	Tuesday, Wednesday, Saturday - 2pm till late (Term Time) Thursday - By Arrangement Only Friday - 7pm till late (Term Time) Hours outside of this available by arrangement
The Foundry	1000 standing 250 seated 450 theatre style	Tuesday to Saturday - 2pm till late (Term Time Only) Unless Otherwise Booked	Tuesday, Wednesday, Saturday - 2pm till late (Term Time) Thursday - By Arrangement Only Friday - 7pm till late (Term Time) Hours outside of this available by arrangement
Bentleys	200 standing 150 seated 140 theatre style	Tuesday to Saturday - 2pm till late (Term Time Only) Unless Otherwise Booked	Tuesday, Wednesday, Friday, Saturday - 2pm till late (Term Time) Thursday - By Arrangement Only Hours outside of this available by arrangement
The Shilling Club	100 standing 70 seated	Monday to Friday - 10am till 6pm	By arrangement ONLY

All licenced UCSA venues are R18 unless with a parent or guardian



# VENUE BOOKING FORM

## CONTACT DETAILS

Club or Society:	
Main Contact Person:	
Position within group:	
Contact Phone Number:	
Contact Email Address:	
Secondary Contact Person:	
Position within group:	
Contact Phone Number:	
Contact Email Address:	

## BASIC EVENT INFORMATION

Preferred Venue:	
Name of Event:	
Description of the Event: (please include any sponsors)	
Number of people attending:	
Is the event ticketed:	

If yes: all ticketing must be through the UCSA channels. Please complete the separate UCSA ticketing form.  
**YOU CANNOT USE EXTERNAL TICKETING PROVIDERS.**

## EVENT TIMINGS

Event Date(s):	
Event Start Time (am/pm):	
Doors Open Time: (if different)	
Event End Time (am/pm):	
Pack in start time (am/pm):	
Pack out start time (am/pm):	
Pack out end time (am/pm):	

## VENUE SETUP

The hirer is responsible for setup and pack down of the venue. If the venue is not returned to the original state with **ALL RUBBISH REMOVED** at the end of the booking, the hirer will be charged.

How will the venue be laid out:  
Please attach a floor plan if complicated.

Do you require furniture:	
No. of tables:	
No. of chairs:	
Other furniture required:	
Do you require technical equipment: (E.g. Speakers, Lighting, Projectors, Staging, etc.)	

If yes: Please complete the UCSA Equipment Booking Request Form and email the Clubs Coordinator via [clubs@ucsa.org.nz](mailto:clubs@ucsa.org.nz) to book a time to discuss your requirements.



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## ENTERTAINMENT

Please list all guest speakers, artists, or entertainment at your event:	
Do you require a green room:	
Please list any activations you will have at your event:	

## FOOD AND BEVERAGE

All food and beverages pre-ordered and all bar tabs MUST have been ordered and PREPAID at least 3 working days BEFORE your event. There MAY be a cost in having the bar open.	
Do you require the bar open:	
If yes, time: (start / finish)	
Are you putting on a bar tab:	
If yes, how much:	
If yes, what will it be spent on: (e.g. house beer or wine, drink subsidy, etc.)	
Do you intend to order food:	
If yes, the clubs coordinator will email a copy of the Foundry and the OnCampus Catering Menus. Any large Foundry food orders or any OnCampus orders require 5 working days notice.	

## TERMS AND CONDITIONS:

By submitting this form, the hirer agree to adhere to the following terms and conditions:

1. If any details supplied on this form change, the hirer agrees to notify the UCSA immediately. Prior to the event, this is to the Clubs Coordinator or during the event, to the Manager on Duty at the venue.
2. Any damaged caused to any UCSA property by either the attendees or the hirer will be the responsibility of the hirer.
3. The hirer will supply sufficient sober individuals to manage both the ticketing / entry and the event as a whole. What is deemed to be sufficient is solely at the discretion of the venue management.
4. Any and all invoices must be paid at least three working days prior to the event, unless otherwise arranged.
5. The sale, supply, consumption of liquor is subject to the Sale of Alcohol Act 2012 and both parties shall ensure that the requirements to liquor this Act are complied with.
6. Absolutely no self-catering or outside catering of either food or drink is allowed in the venue without prior written permission from venue management or the clubs coordinator.

**ONCE YOU HAVE COMPLETED THIS FORM, PLEASE RETURN TO CLUBS@UCSA.ORG.NZ**

UCSA USE ONLY			
Booking Confirmed:		Invoices Sent:	
Venue / Staffing:		Venue / Staffing:	
Equipment / Techs:		Equipment / Techs:	
Food:		Food:	
Bar tab:		Bar tab:	

THIS FORM IS AN EDITABLE PDF - IT IS PREFERRED THAT IT IS COMPLETED ELECTRONICALLY

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