

## Venue Hire Room Booking Application

To confirm your booking please complete and return this form to:

bookings@gsa.unimelb.edu.au

Tevita Lesuma, Services Manager, Graduate Students Association  
1888 Building, The University of Melbourne,  
Grattan Street, Parkville, Vic. 3010

<b>Name of hirer or representative:</b>			
<b>Company or Organisation:</b>			
<b>Address for invoice (if requested):</b>			
<b>Email address:</b>			
<b>Event Description:</b>			
<b>Event Date:</b>		<b>Signature:</b>	
<b>Number of attendees:</b>		<b>Phone:</b>	

### Confirmation:

- The signatory to this application (the hirer) acknowledges that he/she has read a copy of the terms and conditions of hire, has been authorised to accept such conditions on behalf of any applicant organisation, and agrees to comply with them in all respects.

### Credit Card Payment:

- As the cardholder, by providing your credit card details, you agree to be liable for the charges associated with this event.
- Where applicable, an invoice will be forwarded to you after the event, and will be payable within 14 days.
- Your card will only be charged at the completion of the event, or where an invoice has been issued and is unpaid after 14 days as per the GSA's payment terms.

<b>Credit Card Number</b>		<b>CVV</b>	<b>Expiry</b>	<b>M/Card</b>	<b>Visa</b>	<b>Amex</b>
			__ / __			
<b>Name on card</b>						
<b>Cardholder signature:</b>						

**Responsibility:**

If not the applicant, who will be the person responsible for the conduct of the event on the day?

<b>Name &amp; Contact Details:</b>	
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**Access time\*:**

Time In	Time Out
:	:

**\* Important:**

The 1888 Building is on an automated locking system. The doors will be programmed to open/close based on your access times listed. When advising your access times please include 1 hour for set up and 1 hour for pack up.

**Venue/Room Selection:** (tick box)

Room	Capacity	Room Hire Option A		Room Hire Option B	
		<i>(Non -Ticketed Events do not attract GST)</i>		<i>(Ticketed Events attract GST)</i>	
Gryphon Gallery	85	\$400		\$440	
Foundation Life Members Room (104)	20	\$150.00		\$165.00	
Pierre Gorman Room (102)	20	\$150.00		\$165.00	
Multi-Function Room	85	\$300.00		\$330.00	
Wrigley Room (116)	12	\$100.00		\$110.00	
George Brown Room (150)	12	\$100.00		\$110.00	

**Room Layout** (tick box)

Layout	Description	Layout	Description
<b>Seminar</b>	Rows of chairs arranged to face the front for presentations	<b>Cocktail</b>	Clear main area, service tables for drinks and food
<b>Meeting</b>	Central tables surrounded by chairs for meeting participants	<b>U-Shape</b>	U-shape of tables with seats
<b>Workshop</b>	Clear central space within a circle of chairs	<b>Other</b>	By arrangement

**Facilities/Equipment required:** (tick box)

- Please note that the GSA does NOT hire data projectors.
- Please discuss internet access requirements when booking.
- Note: Conference phone and modem access are not available.

Screen Only (please bring your own data projector)	No additional cost	
Whiteboard (not electronic)	No additional cost	
Lectern (no audio input)	No additional cost	
Yamaha Baby Grand Piano	\$176 (inc GST)	
Tuning of Piano	\$220.00 (inc GST)	

**Outside of Business Hours Building Supervision:**

- Where participants are attending outside of 9-5 Mon-Fri, a GSA staff member (or security) is required to be on call. The on call rate is \$50 per hour on weekdays and \$100 per hour on weekends and public holidays.
- There is a minimum charge of 4 hours for weekends and public holidays.

**Catering:** *(tick box)*

Hirer will arrange catering with Caterers located in 1888 Building	<input type="checkbox"/>
Hirer's function does <i>NOT</i> involve food or drink.	<input type="checkbox"/>
Hirer will self-cater or arrange other caterers (*see important notes below).	<input type="checkbox"/>

\*Please specify name and contact phone number for any external Catering Group:

<b>Name of external caterer:</b>		<b>Phone:</b>	
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**Cleaning:**

- Please discuss cleaning requirements at time of booking, particularly for weekend functions.
- Room hirers intending to self-cater or use external caterers at their function (**\*see important notes below**)

**\*Important notes**

- Licensing laws require that **a current Liquor License MUST cover ALL ALCOHOL for sale in the 1888 Building.**
- Any alcohol served must be served by someone holding a current RSA (Responsible Service of Alcohol License).
- Any use of urns must be discussed with the GSA Services Manager.
- Hirers arranging own catering **MUST** clean up rooms and wipe tabletops at the end of the function.
- Cleaning charges will apply if the rooms/tabletops are left in an unsatisfactory condition.

**Any additional instructions:**

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**For any other assistance with bookings, cancellations or enquiries email:**

[bookings@gsa.unimelb.edu.au](mailto:bookings@gsa.unimelb.edu.au) or call 03 8344 8657