



Student Services Division

Application to Hire UOW Teaching Venues

External Clients

- Please refer to the [Guidelines for the Use of UOW Teaching Spaces](#) and the [UOW Conditions of Hire Agreement](#) for all information relating to room hire
- Please email completed form to room_bookings@uow.edu.au

Personal/Organisational Details

Hirers Name Organisation

ABN No: Is this a Not For Profit Organisation Yes No
(If YES please attach documentation)

Address

Email Contact Number

Have you provided UOW appropriate insurance documentation as per UOW Conditions of Hire Agreement Yes No

Is your event sponsored/assisted by an existing UOW staff member? Yes No
Sponsors Name:

Event Details

Title & Nature of Function/Event

Event Date Group Organiser for Event

Event Specific Details

Has the Event organiser received and read [UOW Guidelines for the use of Teaching Spaces](#) Yes No

Personal laptop to be used? Yes No

Require use of audio visual equipment?^ Yes No

Require Internet access?^ Yes No

Is an Admission or Course Fee being charged? Yes No

Alcohol to be sold, supplied or consumed? Yes No

Persons under the age of 18 years in attendance? Yes No

Artwork or posters to be displayed? Yes No

Catering to be provided? Yes No UOW Aspire Independent

Select if there will be: Music Dancing

Will there be any chemicals, dangerous goods, objectionable or illegal activities at this event? Yes No

^ Requests for audio visual equipment and/or internet access will be passed on to the UOW Aspire event team and will incur additional costs.

TOTAL EXPECTED NUMBER OF ATTENDEES					
REQUIRED CAMPUS		<input type="checkbox"/> Wollongong <input type="checkbox"/> Innovation Campus <input type="checkbox"/> South Western Syd			
Room(s) &/or Room Type(s) Required	No. of people	Start Time	End Time	Specific Day	Specific Dates

VENUE & PRICING INFORMATION FROM 1 OCTOBER 2017				
Venues		Cost Per hour	Minimum of 4 hours	Extra hours Per Hour
Lecture Theatre	200 Seating & above	\$60.00	\$240.00	\$60.00
Lecture Theatre	100 to 199 seating	\$50.00	\$200.00	\$50.00
Lecture Theatre	Less than 100 seating	\$45.00	\$180.00	\$45.00
Flat Room	50 seating & above	\$40.00	\$160.00	\$40.00
Flat Room	49 seating and below	\$35.00	\$140.00	\$35.00

CATEGORIES OF HIRE		
Client 1 - No Charge <ul style="list-style-type: none"> Special purposes as approve by the Vice Chancellor Bodies directly connected with UOW Charitable functions or meetings of public or community interest 	Client 2 - 50% Non- profit activities such as service organisations <ul style="list-style-type: none"> <i>Rotary</i> <i>Scouts</i> <i>Apex</i> 	Client 3 - Full fee <ul style="list-style-type: none"> Business Firms Non-University theatre or film groups Professional associations societies or conferences where admission/course costs are charged Political or religious groups Government Departments and educational institutions Others

CONTACT INFORMATION			
Unit	Email	Phone	Web
Timetabling Services	room_bookings@uow.edu.au	(02) 4221 2183	https://www.uow.edu.au/about/services/book-teaching-facilities/
UOW Security	security-shared@uow.edu.au	(02) 4221 4555	http://www.uow.edu.au/about/security/index.html
UOW Aspire Events	aspire-events@uow.edu.au	(02) 4221 8011	https://www.aspireevents.com.au/index.html

PLEASE NOTE
<ul style="list-style-type: none"> UOW reserves the right to reject applications by any individual or organisation without providing a reason as per the Conditions of Hire Agreement. It is the Hirer's responsibility to refer to the Conditions of Hire Agreement and Guidelines for the Use of UOW Common Teaching Spaces. Tentative bookings are not accepted. Timetabling Services cannot guarantee requested venues will be allocated for your event and will try to ensure similar venues are allocated with consultation.