



# Application to Hire UOW Teaching Venues

## UOW Tenants Yearly Booking Form

- 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](mailto:room_bookings@uow.edu.au)

### Personal/Organisational Details

Hirers Name	<input type="text"/>	Organisation	<input type="text"/>
ABN No:	<input type="text"/>	Is this a Not For Profit Organisation	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If YES please attach documentation)</small>
Address	<input type="text"/>		
Email	<input type="text"/>	Contact Number	<input type="text"/>

### Event Details

General Nature of Function/Event	<input type="text"/>
Date range covered by application form	<input type="text"/>

### Event Specific Details

Has the Event organiser received and read <a href="#">UOW Guidelines for the use of Teaching Spaces</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Personal laptop to be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Require use of audio visual equipment?^	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Require Internet access?^	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is an Admission or Course Fee being charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Alcohol to be sold, supplied or consumed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Persons under the age of 18 years in attendance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Artwork or posters to be displayed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Catering to be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> UOW Aspire	<input type="checkbox"/> Independent
Select if there will be:	<input type="checkbox"/> Music	<input type="checkbox"/> Dancing		
Will there be any chemicals or dangerous goods at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.**

## VENUE & PRICING INFORMATION FROM 1 JANUARY 2018

Bookable Venue Types	Capacity	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 & above seating	\$40.00	\$140.00	\$35.00
Flat Room	49 & below seating	\$35.00	\$140.00	\$35.00

## CATEGORIES OF HIRE

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

## CONTACT INFORMATION

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

### Tenant Signature

Name		Signature	
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