



Application to Hire UOW Teaching Venues

Innovation Campus 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

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 UOW Guidelines for the use of Teaching Spaces	<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 INFORMATION		
Venues		Capacity
233-112	Flat Room	48
233-115	Flat Room	32
233-116	Flat Room	50
233-117	Computer Lab	13
233-G01	Lecture Theatre	116
233-G12	Flat Room	48

If the venue you are interested in is not listed in the above table, please email aspire-events@uow.edu.au.

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

Tenant Signature

Name	<input style="width: 95%;" type="text"/>	Signature	<input style="width: 95%;" type="text"/>
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