

UNIVERSITY UNION - BOOKING FORM

University Union – University of Otago - Union Building, Foyer Space or Room Hire

Name of Organiser:		Title of Organiser:	
Group Name:		Affiliated with OUSA:	Y / N
Date(s):		Times proposed:	
Contact Email:		Start time:	Finish time:
Mobile No.:			

What are you doing? What is the event for? Please refer to the conditions of use below and provide a full explanation of your event/activity in the box below.

Please tick if you require any equipment for your event:

- Screen Projector
- Microphone (1)
- Microphone Stand

Furniture Required: Only furniture in the MCR is available.

This includes 16 round tables with 4 chairs to each table. If you wanted to bring your own furniture that is possible but it would need to be removed at the end of your event.

If you will be using slides, Power Point or music on a computer, date stick, USB stick please advise in your application as you will need to come in to test the equipment/sound etc. before your chosen date. You will need to coordinate with Union Staff a suitable time in which to do this.

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What Next?

Once you have completed your form please either bring the physical copy to University Union Reception located on Level 1, Union Building, 660 Cumberland Street, Dunedin.

Or scan and email a copy to the Operations Manager, Martin Jones, martin.jones@otago.ac.nz

Conditions:

- Leave room as you found it, take all rubbish and materials with you.
- No alcohol.
- No food is allowed to be cooked indoors.
- No food is allowed to be sold.
- No tape is to be used i.e. masking, cello-tape, duct tape etc.
- No nails are to be put into any walls.
- Rooms and outside areas cannot be booked for multiple days or weeks.
- The event needs to be finished by 10pm.
- The University Union and University of Otago do not accept any financial risk or take any responsibility for any loss or damage to any equipment or property brought in.
- There are to be no events held in the Link only Main Common Room (MCR), Hall and Foyer can be used.
- No loud noise is allowed during the hours of 8am to 5pm.
- Try to book as early as possible as we have a lot of requests for the use of these spaces so any last minute bookings cannot be guaranteed.
- There needs to be a specific date in mind in order for us to accommodate your request.
- The fire exits must always remain clear please make sure none of the exits are blocked at any time.
- Any advertising material, posters etc. cannot be placed over doors, posters are only allowed on the notice boards provided in the said area.
- The Duty Manager controls the Building. He or she can curtail any event if necessary.
- A Duty Manager maybe available to assist in your event after 4pm and at weekends but there is no guarantee of this services being available.

Office Use Only			
Confirmation with individual/group:			
Staff Member Name:		Date:	Initial:
Outcome:			
Approved By:			
Entered into Event Booking System:		Date Completed:	
Email to Operations Manager:		Follow up required:	