

Academic Registrar's Division

Application to Hire UOW Teaching Venues

External Clients

- Please refer to Guidelines for the Use of UOW Teaching Spaces and
- UOW Conditions of Hire Agreement for all information relating to room hire
- Fill out Booking Requirements/Details on the back of this form

PERSONAL / ORGANISATIONAL INFORMATION			
Hirers Name		Organisation	
ABN No:		Is This a Not For Profit Organisation If YES <i>please attach documentation</i>	YES / NO
Address			
Email	Fax	Telephone Work	Mobile
Have you provided UOW appropriate insurance documentation as per UOW Conditions of Hire Agreement		YES / NO	Sponsors Name:
Is your event sponsored by an existing UOW staff member?		YES / NO	

BOOKING REQUIREMENTS / DETAILS: TO BE COMPLETED BY HIRER			
TITLE & NATURE OF FUNCTION / EVENT	DATE OF EVENT	GROUP ORGANISER FOR THIS EVENT WILL BE	
EVENT SPECIFIC INFORMATION – CIRCLE RELEVANT ANSWER			
• Do you require any non-standard audio visual equipment? (Excluding a desktop computer)	YES	NO	
• Will a personal laptop be used?	YES	NO	
• Do you require internet access?	YES	NO	
• Is Admission or Course Fee Being Charged?	YES	NO	
• Will catering be provided by UOW Function Centre or an Independent Company	Funct	Indep	NA
• Will alcohol be sold, supplied or consumed?	YES	NO	
• Will there be music at this event?	YES	NO	
• Will there be dancing at this event?	YES	NO	
• Will there be any chemicals or dangerous goods at this event?	YES	NO	
• Will there be persons under the age of 18 years attending this event?	YES	NO	
• Will art work or posters to be displayed at this event?	YES	NO	
• Has the Event Organiser received & read UOW Guidelines for the use of Teaching Spaces	YES	NO	

TOTAL EXPECTED NUMBER OF ATTENDEES AT EVENT						Date(s) of Event
REQUIRED CAMPUS	Wollongong <input type="checkbox"/>	Innovation Campus <input type="checkbox"/>				
Room/s and or Room Type/s Required (list individually)	No. of people	Start Time	End Time	Specific Day	Specific Dates	

Pricing Information from January 1 2014

Venues	Per hour	Minimum of 4 hour bookings	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	Client 2 - 50%	Client 3 - Full fee
<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 	Non- profit activities such as service organisations <ul style="list-style-type: none"> Rotary Scouts Apex 	<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
Central Timetabling Unit	room_bookings@uow.edu.au	(02) 4221 4927	http://www.uow.edu.au/student/timetables/index.html
Campus Security	security-shared@uow.edu.au	(02) 4221 4555	http://www.uow.edu.au/about/security/index.html
UniCentre	unicentre@uow.edu.au	(02) 4221 8000	http://unicentre.uow.edu.au/index.html

Office Use Only			
Booking Reference Number		Confirmation Sent	