

Booking Terms and Conditions

1. No booking is confirmed until notified by the University. Groups (which include VUWSA, Rep Groups and VUW Clubs) will be normally advised by email of booking confirmation.
2. Any bookings that is deemed to be undertaking any activities that breach the student conduct statute will not be approved to proceed.
3. The group is responsible for ensuring current contact details are provided to the Clubs Support team. Club Support accepts no responsibility for failed communication if group contacts are incorrect or out of date. The group is responsible for ensuring all group members are aware of the booking terms and conditions.
4. Booking requests must be received no later than one week prior to the booking (Monday to Saturday). No late requests will be accepted.
5. Registered Clubs are entitled to a maximum of 3 hours (peak time) of free bookings per week. Additional hours of use may be refused or charged at an hourly rate and will be considered on a case by case basis.
6. Where the group fails to turn up for a regular booking more than twice, any future bookings may be cancelled.
7. Any additional costs incurred for a booking will be passed onto the Group responsible for the booking. This includes but is not limited to Cleaning, damage to University property, Security, Staff Supervision outside of regular hours etc.
8. Booking times must include setup and pack down.
9. Where notice of cancellation has not been given, full hire fee will be charged. Cancellations must be received in writing a minimum of three days before your event.
10. The University will allocate rooms based upon size, type of event and demand. If it is noted group numbers are lower than stated, the University reserves the right to reallocate rooms or cancel bookings where applicable. The University will take all practicable steps to ensure groups are notified of changes.
11. Use of University portable equipment may require the payment of a \$100 refundable bond prior to the provision of any equipment. The bond will be retained where damage or loss occurs while the equipment is in the Student Group's care. The University shall not be liable for any loss or damage to equipment and property belonging to the hirer.
12. Groups may not make bookings on behalf of external (non-VUW) Groups, or individuals who are not students of VUW for any VUW facilities including the Student Union Building. This includes churches, politicians, political parties, unions, commercial operators, or for fundraising purposes for third parties. External bookings will be managed through the Campus Living Business Support team and charged at the University hire rate for external clients.
13. No alcohol is to be consumed at this venue unless permission for alcohol has been approved as per the University Event Management Policy prior to confirmation of the booking.
14. All users are expected to leave the facility in an acceptable state. All furniture must be placed away in the same position it was found. Any damage must be reported to University Recreation Staff prior to departure, or by email (to university-clubs@vuw.ac.nz) immediately following the completion of the booking. Any damage or excess cleaning will be charged back to the group. Group bookings may be cancelled if damage is excessive or regular in nature.
15. Bookings in the Memorial Theatre (SUMT228) will incur charges if technical support or specialist equipment is required, or if the request is for times outside bookable hours.
16. The individual making the booking must be present for the booking itself. If this is not possible, all booking responsibilities, conditions and guidelines must be passed on to an appropriate leader with the booking group. The Clubs Support team must also be notified of this change.
17. The University reserves the right to request groups to immediately leave the booked venues if any of the listed conditions are breached or if, in the interests of fairness and equity, other students or Student Groups raise a complaint regarding a booking.

I have read and agree to the above terms and conditions for my group and will ensure all members are aware, and will abide by them.

Signed: Enter name here as Electronic Signature

Date: Enter Date