# HUB Booking Form

**Group Name:** ____________________________  
**Contact Person:** ____________________________

**Email Address:** ____________________________  
**Phone Number:** ____________________________

## Activity/Event Details

**Activity/Event Name:** ____________________________

**Activity/Event Description:** ____________________________

**Activity/Event Date(s):**  
Start Date ______ / _____ / ______  
Finish Date ______ / _____ / ______

**Activity/Event Time(s):**  
Start Time _______ am/pm  
Finish Time _______ am/pm

(Time must include set up and pack down)

**Expected Number of attendees:** ______

**What equipment is needed for your activity/event?** ____________________________

**Will food be served?** Yes / No  
If yes, please state ____________________________

## Venue

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Room contains</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foyer (Level 2)</td>
<td>200</td>
<td>Chairs, tables more upon request</td>
</tr>
<tr>
<td>Main (Ground Floor)</td>
<td>500</td>
<td>Chairs, tables more upon request</td>
</tr>
<tr>
<td>Lounge (Level 3)</td>
<td>16</td>
<td>Chairs, tables more upon request</td>
</tr>
<tr>
<td>Beaglehole Courtyard</td>
<td>400</td>
<td>Power Outlets</td>
</tr>
</tbody>
</table>

## Booking Terms & Conditions

1. This form must be completed in full. No booking is confirmed until notified by the University. Groups will be advised by email of booking confirmation.

2. Any food fundraised or being sold will not interfere with any of our vendors on Campus. No hot food and coffee will be permitted, please express what types of goods you will be fundraising.

3. The group is responsible for ensuring current contact details are provided to the University. Campus Operations accepts no responsibility for failed communication if a groups contacts are incorrect or out of date.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 Forms must be received no later than one week prior to the booking. No late requests will be accepted.

5. Groups are entitled to a maximum of 3 hours of booking time per month within the HUB during the standard opening hours of Trimesters 1 and 2.

6. Booking times must include setup and pack down, make sure you allow for this.
7. Groups may not make bookings on behalf of external (non-VUW) Groups, or individuals who are not students of VUW for any VUW faculties. This includes churches, politicians, political parties, unions, commercial operators, or for fundraising purposes for third parties.

8. All University 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 Staff prior to departure. 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.

9. 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 VUW bookings coordinator must also be notified of this change.

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 groups raise a complaint regarding a booking.

I have read and agree to the terms and conditions of using the VUW HUB space for my group and will ensure members are aware of these terms and conditions.

Signed: ________________________________ Date: ________________