

## **Cloisters Protocols for Bookable Space - Cloisters Courtyard & Cloisters Green**

### **Bookings**

1. There are 3 bookable spaces available.
  - Cloisters Courtyard Area A
  - Cloisters Courtyard Area B
  - Cloisters Green Area C (lawn area)
2. All bookings are made via the University's Facilities Bookings - Bookings & Events using the [event booking form](#). Booking applications are to detail the nature and purpose of the event (ie. live music) , date, times, duration, number of people, whether or not food and liquor supply and service will be required from the Uni Bar.
3. All bookings will be reviewed by the University in consultation with the Uni Bar operator. The University may at its discretion:
  - accept or decline a booking request;
  - request further information from event organisers; or
  - apply conditions to the acceptance of a booking.
4. All external (Non University) third party bookings will require the Event organisers to also sign a venue hire agreement to confirm their booking, and in any event, prior to holding their event.

### **Fees**

5. Booking Fees may apply subject to the level of set up and set down and where additional cleaning and security is required there will be an additional cost.
6. The University may require additional fencing or crowd barriers to be erected for security or event control purposes, or to comply with liquor licencing requirements or to define the bookable space. There may be additional costs to the Event organiser for the supply and set up of any fencing or crowd barriers.
7. There is existing outdoor furniture in place in Cloisters Courtyard Area A and B. Users booking these spaces are encouraged to make use of the existing furniture for their event. Where the removal of the existing furniture is required there will be a fee to bump out and bump in the furniture. Where any existing outdoor furniture is re-arranged the event organiser will be required to reinstate the furniture to the default layout plan provided.

### **Use of Areas**

8. There are power, water and data points available in the Cloisters Courtyard planter boxes (Areas A and B). There are no services to the Cloisters Green (Area C). There may be additional costs to the Event organiser for the setup of the 3 phase power supply or where power leads and cabling are required.
9. Clear passage must be maintained under the Cloisters around the perimeter of the Courtyard Area A and Area B to enable free and clear access for patrons moving through the area and accessing the toilets and to also permit clear access in the event of an emergency.
10. Use of AV equipment is permitted in all Areas subject to pre-approval by the University. The University may apply conditions on the use of AV equipment in consideration of noise restrictions/effects on adjacent occupants. AV equipment may not be used to broadcast

offensive material (e.g. pornography, loud or explicit language). AV set up can be booked through University Tech Services at the Event organisers cost.

11. Smoking is not permitted on the University's grounds, including on-campus spaces outside of the booking Areas.
12. BBQ's or open flame cooking may not be operated or situated in Areas A and B.
13. BBQ's or open flame cooking may be operated or situated in Area C provided that a fat catcher is placed under the BBQ to avoid any damage to the lawn area. Any costs in connection with damage caused to the lawn from BBQ activities will be charged to the event organiser.
14. If a large amount of waste / garbage is likely to be created by the event additional bins can be organised and placed in the areas subject to an additional fee.
15. Vehicles must not be driven in any Area or on the courtyard or lawn under any circumstances – this includes forklifts (e.g. if erecting a marquee.)
16. If erecting a marquee in the courtyard or lawn, the event organiser must ensure it is sufficiently weighted and NOT pegged (as pegging can cause damage to the irrigation system.)
17. Any damage to the Areas or University grounds arising as a result of an event will result in the event organiser being charged for repairs.
18. If at any time the University considers the event or its patrons are causing undue disturbance to the campus or users of the campus it may at its discretion and without liability to any person:
  - require event patrons to leave the premises;
  - suspend or cancel the event; or
  - apply conditions to the continued operation of the event.

### **Liquor & Catering**

19. All Areas are subject to the Uni Bar Liquor Licence. The Uni Bar operator is responsible for the delivery of the liquor sales and service in these spaces.
20. The sale or service of alcohol must be organised through the Uni Bar operator to ensure compliance with liquor licencing laws. Sale or service of alcohol by event organisers or patrons is not permitted.
21. Catering for your event is not limited to but can be provided by the Uni Bar upon request.
22. In the case of all bookings where alcohol will be served/consumed the Event Organiser will be required to make any booking for these spaces through the Uni Bar operator. The Uni Bar operator will then make the booking with Facilities Bookings to ensure compliance under the liquor licence and also in relation to the current requirements in place due to the COVID 19 Pandemic around capacity limits, social distancing and the appointment of a COVID Marshal to monitor the space.

### **Contact**

If you have any queries in relation to booking the Cloisters Courtyard or Cloisters Lawn please contact **Bookings and Events** at [facilities.booking@adelaide.edu.au](mailto:facilities.booking@adelaide.edu.au)