



# Terms and Conditions for booking of spaces in Hub Central

The following terms and conditions apply to all parties who book and use spaces within Hub Central. If you have any questions relating to the terms and conditions, please contact us at <http://www.adelaide.edu.au/ask-adelaide/contact/>

The Hub is primarily a student learning space for all students of the University of Adelaide. In booking a space within the Hub, the hirer/user acknowledges that students and staff will have access to the Hub at all times. Although the booked area will be available for the hirer/user for the duration of their booking, the hirer/user also agrees not to interfere with the Hub's operation and normal activities.

Hirers/Users who use a bookable space within the Hub without having made a booking will be asked to pack up and vacate the space immediately, even if it is not booked by another party.

Any booking clashes will be resolved by the Hub Manager with every attempt made to accommodate booked users in an alternate location within the Hub or on an alternate day. If this is not possible the Hub Manager reserves the right to cancel one or all bookings to avoid the clash.

## 1. Booking Procedures

All bookings must be made using the online Booking Request Forms which is available at <https://www.adelaide.edu.au/hub-central/space-bookings/>. Telephone or in-person booking will not be accepted.

## 2. Confirmation of Bookings

An email to confirm your bookings will be sent out within two working days. No bookings will be considered valid until the Hub Manager has received and approved the booking and any requested documents (e.g. Risk Management, Certificate of Currency, and Liquor Service).

## 3. Maximum Capacities

The following maximum capacities apply for each bookable space within Hub Central:

Mezzanine (Level 5) – 300	Western Courtyard – 150
Main Hall (Level 4) – 800	Training Room 1 – 30
Pop-Up Shop – 10	Training Room 2 – 40
Eastern Courtyard – 300	

## 4. Use/Hire of Rooms (General Conditions applying to all spaces)

The University may prohibit or halt any activity which in its opinion is objectionable, dangerous, unlawful, infringes the intellectual property rights of third parties or which is potentially detrimental to Adelaide's reputation and may close any venue accordingly.

The University reserves the right to refuse any application without giving reason. Admission charges to activities in the Hub may only be made with the express written consent of the Hub Manager. If you plan to charge admission to your event, this must be detailed in your application to book the space.

The use of posters or leaflets is not permitted in any part of the interior or exterior of the Hub and decoration or posters cannot be fixed in any way to walls, columns, posts, doors, etc. (with the exception of using the pin-up board in the Pop-Up Shop). If you require directional signage or advertising for your event, you may submit a digital signage request (<https://www.adelaide.edu.au/hub-central/digital-signage/>), or speak to the Ask Adelaide team regarding use of whiteboards/poster stands.

All hirers/users are expected to maintain their bookable space in a clean and safe manner and to leave it that way after the event. Any charges for breakages or additional cleaning will be charged to hirers/users.

Publicity of events, displays or exhibitions deriving from organisations not associated with the University should not imply sponsorship by the University or the Hub. The Hub reserved the right to display or not display publicity materials within the Hub, and the University reserves the same right within the grounds of the University.

### **5. Use/Hire of Rooms (specific to Training Rooms)**

The University does not accept applications for the hire of training rooms from any external body, where the proposed activity conflicts with the University Academic Curriculum or with courses conducted by Professional and Continuing Education (PCE).

During academic terms, training rooms are only available for activities relating to students enrolled at the University of Adelaide. Greater flexibility of use exists during summer break.

Note, bookings for the Training Rooms are submitted via Microsoft Outlook Calendar (see: <https://www.adelaide.edu.au/hub-central/space-bookings/training/>).

### **6. Use/Hire of Rooms (specific to Western Courtyard & Eastern Courtyard)**

Both courtyards are external areas and do not provide shelter from heat and rain. There should be no assumption on behalf of hirers/users that a booking will be shifted inside the Hub in the case of unfavourable weather conditions.

Hirers using the Eastern Courtyard (off the student kitchen) are able to offer food and beverage to event attendees, so this is the most suitable place for BBQ's and similar events. BBQ's and the sale or free distribution of food and beverage is not permitted in the Eastern Courtyard unless the catering is provided by existing Hub Central tenants (currently Taste Baguette, Grass Roots, Penang Hawkers Corner and Burger Theory), in the exception that the BBQ in the Eastern Courtyard is also booked and used by the hirers/users. The BBQ can be booked via the 'Hub Room Bookings' link in [Unified](#).

Loud music or entertainment which will disturb students within the Hub or staff and students in surrounding buildings is not permitted. Clubs or organisations wishing to play music or have bands as part of their event would find the Barr Smith Lawns a more suitable location. Occasional exemptions to this condition may be granted by the Hub Manager for special occasions such as O Week, Open Day, etc.

## **7. Use/Hire of Rooms (specific to Level 5 – Mezzanine)**

The Mezzanine is a space designed for functions but one which is shared with students. Where attendance at an event is expected to be less than 100, the Mezzanine will not be closed to provide exclusive use. Where more than 100 guests are expected, the area will only be provided on an exclusive basis for events held after 5pm weekdays or on weekends.

A data projector, screen, microphone and speaker system, and lectern are available for use in the Mezzanine. A computer is not available and you must supply your own if you wish to use one. Support for setting these up or for ensuring your computer is compatible cannot be provided by Hub staff. You are asked to contact IT Services prior to the event to arrange for their attendance.

For information about the duration of displays and exhibitions in the Mezzanine, as opposed to events, please see Section 10: Displays and Exhibition

## **8. Use/Hire of Rooms (specific to Level 4 – Main Hall)**

A designated space is available on the main floor area for bookings by the AUU, AUU affiliated clubs, Sports Association clubs and University faculties, schools and departments. All bookings must be based around communication and benefit to students.

The use of music will only be approved where the volume and type of music is expected to not cause a disturbance to students studying in the Hub. Any music requirements must be discussed at time of booking. The use of a PA system to make announcements will not be approved under any circumstances.

Any requirements of hirers/users must be met by the hirer. Trestle tables may be requested by hirers/users and the use of these is subject to approval. The Hub is not able to provide any other tables, chairs, sound equipment, backboards, etc. for any event. These items can be hired through external organisations. Hires/users are not permitted to use existing tables and chairs for their own use as these are still required by students. A-frames and stand-alone signage may be used in the immediate area of your booked space but cannot be placed in walkways or high traffic areas.

The main floor area is a high traffic space and under no circumstances are hirers/users granted exclusivity over any part of the space. Any items blocking traffic flows or presenting an OHS issue will be removed immediately. Where outside companies are called back to change layouts, any request for charges will be referred to the hirer/user.

Clubs, Societies, Associations and University departments who book a space on Level 4 to gain access to the large number of students both in and traversing the Hub (for events such as membership drives, signing petitions, T-shirt sales, etc.) are not permitted to move outside the bookable area to hassle, cajole or badger students who are using the Hub. Failure to follow this condition will result in the hirer/user being asked to pack up and vacate the space.

Food and beverage items distributed free or at a charge are not permitted.

For information about the duration of displays and exhibitions in the Main Hall area, as opposed to events, please see Section 10: Displays and Exhibitions.

## **9. Use/Hire of Rooms (specific to Pop-Up Shop)**

The Pop-Up Shop is designed for single day or multiple day use and can be booked for a maximum of two (2) weeks for a single event. Posters may be displayed on the pin-up board in the Pop-Up Shop through the use of velcro or pins, but no posters/decorations may be fixed to the Pop-Up Shop desk in any way.

Hirers/Users of the Pop-Up Shop may not expand their use into the main hall area without the express permission of the Hub Manager.

Food and beverage items distributed free or at a charge are not permitted, with the exception of club fundraising bake sales.

## **10. Displays and Exhibitions**

Displays and exhibitions of an educational or cultural nature can generally be left in place for a period from one (1) day up to three (3) weeks.

Each display or exhibition should have a clearly defined theme and be prepared and displayed to professional standards.

The name of the department or organisation presenting the display or exhibition should be evident as part of the display and in associated publicity.

The security of the display is the responsibility of the hirer/user. Staff and students have 24 hour access to Hub Central, and any materials displayed should either be in secure cases or securely tethered. Hub management assumes no responsibility for any loss or damage to displays.

The mounting and dismantling of displays and exhibitions is the responsibility of the hirer/user, in discussion with Hub management. The process of mounting and dismantling the display or exhibition should not disrupt the normal use of the Hub or the surrounding buildings, including the Barr Smith Library.

Hub management reserves the right to move or dismantle display or exhibition material if such materials and equipment become an OH&S impediment. The Hirer/User will be notified immediately if this occurs, while the materials or equipment will be placed in secure storage.

## **11. Intoxicating Liquor**

Permission to supply or sell alcohol at any event in any location requires, firstly, approval from the Hub Manager as part of the booking process.

Hub Central is covered by the University of Adelaide Liquor License, as administered by the Staff Club. If you intend to supply alcohol at your event, you must conform to the following procedures:

- If your event is being catered by the Staff Club (i.e. they are supplying and serving the alcohol):
  - Note this on your application to use the space.
  - Once approved, your licensing requirements will be covered by the Staff Club.
- If you are NOT using the Staff Club to provide and serve alcohol (i.e. you are obtaining and supplying alcohol through another caterer or supplying it yourself):
  - Note this on your application to use the space.

- Complete the attached [form](#) and submit it with your application.
- Once you receive confirmation of your booking, you must complete arrangements with the Staff Club for them to supply a Responsible Person (RP) for your event. The Staff Club will charge you directly for this service. Please note that it is not possible for you to arrange your own RP as the RP in attendance must be directly associated with the University of Adelaide Liquor License.

Security attendance is required for any bookings in which alcohol will be served. The hirer/user must complete arrangements with the University of Adelaide Security Office to supply crowd controllers based on the following table:

<b>Number of Attendees</b>	<b>Security Controllers Required</b>
1 – 99	1
100 - 199	2
200+	3

The hirer/user will be charged directly for this service. Please note that security must be supplied through the University of Adelaide’s Security Office and you are not permitted to make external security arrangements.

Hirers and Users of Hub spaces are reminded that breaches of liquor license terms are a criminal act and will result in events being cancelled or stopped without notice.

## **12. Catering**

Organisation of catering, if required, is the responsibility of the hirer/user.

Catering can be sourced from any of the on-campus providers (currently this includes Taste Baguette; Grass Roots; Penang Hawkers Market; Burger Theory; Aroma Cafe; and the Staff Club). External caterers may also be engaged but you are encouraged to use those vendors who have made a commitment to the University. Where outside caterers are used, you are reminded that there are no kitchen or storage facilities available for their use and cooking within Hub Central is not permitted.

It is the responsibility of the hirer/user to ensure all catering equipment, glasses, plates, etc. are removed from the space and Hub after the booking. Special arrangements may be made for collection of items before 9am the following day for night time events.

All rubbish and recycling is to be placed in the bins provided in the Hub or removed by the hirer/user.

## **13. Risk Assessment**

If the proposed event/function is considered to be a risk to the University the applicant will be advised to contact University of Adelaide Legal & Risk Services for advice, or if required to complete a Risk Management plan. Only upon completion and approval from the University of Adelaide Legal & Risk Services will the booking will be confirmed.

University staff can access the Risk Management handbook at:

<https://www.adelaide.edu.au/legalandrisk/resources/>

Advice can also be sought from Legal & Risk Services at:

**Legal and Risk**

Rm G07, Mitchell Building

North Terrace Campus

The University of Adelaide

SA 5005

AUSTRALIA

Email: [helpdesklegal@adelaide.edu.au](mailto:helpdesklegal@adelaide.edu.au)

Telephone: +61 8 8313 4539

Facsimile: +61 8 8313 46

#### **14. Responsible Behaviour**

All persons, organisations or groups hiring or using University Facilities are reminded that every member of the University community is required to observe the principles of Equal Opportunity Legislation.

Any intoxicated person or any person using profane or improper language or misbehaving in any manner whatsoever shall not be permitted to enter or remain on any part of University property.

The User shall ensure that all attendees maintain and keep good order and decent behaviour within the University property and shall be solely and entirely responsible for the carrying out and compliance with the requirements of these conditions and shall be liable for any damage howsoever caused.

#### **15. Expected Number of Attendees**

You will be advised at time of booking confirmation if crowd controllers will be required. If required, the full cost of crowd controllers will be charged to the hirer/user of the space. This service will be provided through the University of Adelaide Security office and hirers/users are not permitted to make their own security arrangements.

#### **16. Protection of Buildings**

The driving of tacks, nails or screws etc. into any of the woodwork or walls or any part of the building, furniture, or fixtures is strictly forbidden, as is the use of any form of tape or adhesive. Decorations other than plant or floral will not be permitted either internally or externally without the written permission of the Hub Manager. Users may not, without the express permission of the Hub Manager, move plant, furniture, or equipment within the Hub or between floors of the Hub.

Any authorised representative of the University shall at any time be permitted free access and shall be given every authority for the enforcing of these conditions.

#### **17. Fire and Safety**

Access to exit doors must not be blocked by furniture, fittings, etc. All rooms have maximum capacities. The maximum capacity for each space must not be exceeded. All hirers/users are required to conform to alarms and announcements made through the emergency management system and to follow all directions provided by designated wardens.

## **18. Protocol**

In the case of major functions where Ministers of the Crown, the Governor or similar dignitaries, senior educational/industrial or commercial executives are to attend, this information must be recorded on the application.

The University reserves the right for the Chancellor, Vice-Chancellor or Deputy Vice-Chancellor, or their delegates, to meet such visitors.

## **19. Advertising and Use of Adelaide logo**

The University of Adelaide may specify protocols and directives for the advertising of any of the Hirer/User's promotional, publicity or sponsorship materials whilst using the Hub facilities.

## **20. Authorisation and Release of the Logo**

The Logo as a registered trademark is protected from unauthorised use. The Logo may only be released for use by another agency, upon approval of the Director, University Marketing. Requests for the use of the Logo must be addressed to the Director, University Marketing in writing.

Information and conditions for use of the logo can be found at:

<https://www.adelaide.edu.au/brand/elements/logo/>

## **21. Inappropriate Use of the Logo**

The inappropriate or unauthorised use of the Logo will be regarded as a breach of these procedures. The Director, University Marketing will review the breach and undertake a course of action to correct the inappropriate use within one working week of being notified.

The Director, University Marketing may seek assistance as appropriate on the course of action to undertake to correct the inappropriate use within two working weeks. Once the course of action to correct the inappropriate use has taken place, the person or group responsible for non-compliance must take reasonable steps to meet compliance within one working week. Where, in the opinion of the Director University Marketing, the person or group has not taken reasonable steps to reach compliance within the specified time, a report shall be written and the matter referred to the Vice-Chancellor for action. The booking may be cancelled.

## **22. Indemnities**

The Hirer/User indemnifies and must keep the University of Adelaide, its officers, employees, agents and contractors indemnified and held harmless from and against all legal liability, actions, claims, loss or demand howsoever arising or incurred in any way including legal fees ("Claim") for personal injuries (including death) or property loss or damage to others arising out of or in any way connected directly or indirectly with the use of the facilities by the Hirer/User, its employees, agents, contractors and visitors or another person or entity using the Facilities with the User's approval.

This indemnity in Clause 23:

- is a separate and independent obligation of the User under this Agreement;
- survives termination or expiry of this Agreement;
- includes the University of Adelaide's legal and other expenses on a full indemnity basis; and

- includes any obligation under this Agreement that is performed by an employee, contractor, agent or visitor of the Hirer/User.

The University of Adelaide shall not be held responsible in any manner whatsoever for any legal liability, actions, claims, loss, demand or expenses whatsoever which may arise in respect of any:

- death or personal injury (including disease or illness) to the Hirer/User and any person including an employee, student, representative or visitor of the Hirer/User; and
- loss of or damage of any property whatsoever of the Hirer/User and any person including an employee, student, contractor or representative or visitor of the User whilst the user is occupying or using the Facilities.

### **23. Insurance**

Any Hirer/User who is external to the University of Adelaide shall for the term of the Hire and Use of the Facilities as specified in these Terms and Conditions of Use effect and maintain current insurance as follows:

- Workers compensation for an amount required by South Australian legislation;
- Public liability insurance for a sum of not less than \$10,000,000 for each and every occurrence against any and all public liability.

The Hirer/User shall provide the University of Adelaide with a certificate of currency of such insurance from a reputable insurance company prior to the commencement of the Hire of the Facilities under this Agreement.

For the purposes of these terms and conditions, the Adelaide University Union and the University of Adelaide Sports Association, and all clubs and societies affiliated with these bodies, shall not be considered as external to the University.

### **24. Public Performance**

The Australasian Performing Right Association Limited (APRA) grants licences to users for 'public performance' and 'communication' to the public of musical works (live and recorded). Please note that if your event involves music and even if your event is free to the public, you will still require an APRA licence to play copyright music. APRA's licences cover the music created by both Australian and overseas creators. For further information, please refer to APRA's website.

Exemptions to the above terms and conditions may be granted by the Hub Manager in special circumstances.