

Hire of University Facilities - Hire of VU Convention Centres Procedure

Section 1 - Summary

(1) This Procedure provides detail related to the application process, usage obligations and associated charges for the hire of VU Convention Centre (VUCC) space by internal and external clients in accordance with VU Policy and Conditions of Hire for Victoria University Convention Centres.

Section 2 - HESF/ASQA/ESOS Alignment

(2) n/a.

Section 3 - Scope

(3) The Procedure applies to the hire of VUCC spaces for purposes such as:

- a. Bookings by external organisations or individuals for events such as exhibitions, meetings and conferences.
- b. Bookings by University Colleges and Departments for activities such as meetings and conferences.
- c. Bookings by Campus Community members, inclusive of:
 - i. Students.
 - ii. Employees.
 - iii. Any member and/or Society of the Student Union.

(4) This Procedure is intended to cover both the Sunshine and City Convention Centre's.

(5) This Procedure does not apply to the hire of University Facilities. The hire of these facilities is managed by the Facilities Team.

Section 4 - Definitions

(6) Client – An individual or organisation who signs an Event Confirmation Agreement.

Section 5 - Policy Statement/Regulation

(7) [Hire of University Facilities Policy](#).

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Role	Responsibilities
Event Coordinator	Coordinates the receipt and allocation of room hire bookings. Manages the issuing and receipt of room hire charges.
Venues and Catering Coordinator	Approves/declines requests for room bookings which require analysis, and/or escalate requests which require further review.
Director, Strategic Procurement	Determines room hire rates, as part of the annual VU review of fees and charges. Determine, in consultation with the Executive Director, Engagement & Government Relations and Manager, Cultural Diversity, the approval or denial of room hire requests which require further strategic review.
Executive Director, Engagement & Government Relations Manager, Cultural Diversity	Determine, in consultation with the Venues and Catering Coordinator and the Director, Strategic Procurement, the approval or denial of room hire requests which require further strategic review.
Vice-Chancellor	Make a determination on the refusal of bookings that are contrary to Victoria University's Freedom of Expression Policy .

Part B - Procedures

Principles of Hire

(8) Hire of VUCC spaces is contingent upon (but not limited to) activities which:

- Are compatible with University strategic goals and values;
- Are lawful and compliant with University policy;
- Do not constitute a risk to the safety of members of the University community or University property; and,
- Are unlikely to interrupt the core activities of the University or otherwise create unwarranted disturbance to the amenity of the campus

(9) Bookings can be made through Event Organisers/PR Companies however full control and oversight remains with VUCC. The VUCC will not accept bookings for University spaces made by third party providers who wish to hire the VUCC venue and utilise their own staff to host an event for their own client.

Hire Fees

(10) The VUCC charges hire fees for the use of the Sunshine and City Convention Centre's.

(11) Room rates for internal and external bookings will be determined by the Director, Strategic Procurement as part of the annual VUCC review of fees and charges.

- Generally, internal clients will receive a discounted room rate
- External organisations will generally incur a commercial rate
- Discounted rates will apply to an external business entity that is registered as a charity or not for profit.

(12) The University may charge an all-inclusive package rate for rooms within the VUCC.

(13) VUCC may charge additional fees where required as per the Conditions of Hire for Victoria University Convention Centres.

Applications for Room Hire

(14) All Clients who wish to book a Room should complete a Website Enquiry Form or contact the Centre's directly.

(15) Only current VU Staff can request an internal booking.

(16) Internal staff cannot make a booking on behalf of an external client, except in cases where the VU Department is sponsoring an event.

(17) All approvals for hire of rooms are subject to the acceptance by the Client of the Event Confirmation Agreement and attached Conditions.

(18) Upon request, the Client will provide copies of agenda and promotional material to VU as part of the Application process.

(19) The University reserves the right to decline or cancel any booking request at any time.

(20) Any decision to refuse a booking that is contrary to Victoria University's [Freedom of Expression Policy](#) must be made by the Vice-Chancellor or a delegate.

Conditions of Hire

(21) A full set of hire conditions can be found on the VUCC Website.

Status and Details

Status	Historic
Effective Date	5th June 2020
Review Date	5th June 2023
Approval Authority	Vice-Chancellor
Approval Date	5th June 2020
Expiry Date	14th April 2021
Accountable Officer	Diana Ortisi Chief Financial Officer +61 3 9919 5210
Responsible Officer	Adrian Wong Executive Director Procurement and Finance Operations +61 3 9919 5844
Enquiries Contact	Priscilla Markovic Campus Retail Specialist +61 3 9919 7101