

The University of Melbourne Venue Hire Rates

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Venue Rental Rates

These rates are for the hiring of the venue only; they do not include costs for a technical support person to be on-call, building supervision, extra equipment and set-up, or cleaning.

Details of locations <i>(All rates are halved for any booking 4 hours or less)</i>	Rate (full day) + 10% GST
Lecture theatres with a capacity of between 400 – 500	\$1800
Lecture theatres with a capacity of between 200-399	\$850
Lecture theatres with a capacity of between 100 – 199	\$500
Lecture theatres with a capacity of less than 100	\$350
E Learning Space (only available for Internal Clients)	\$600
Collaborative Learning Space, Seminar & Tutorial rooms with data projection and computer	\$350
Collaborative Learning Space, Seminar & Tutorial rooms without computer	\$180
Meeting rooms in the Old Physics Building (excluding Jim Potter)	\$160
Old Physics Jim Potter Conference Room	\$230
Wilson Hall (capacity 1300)	\$1450
Arts Hall (capacity 150)	\$420
Alan Gilbert Executive Lounge	\$500
Asia Centre Yasuko Hiraoka Myer Room	\$500

Audio Visual Technical Support

A minimum of 10 working days notice is required for all bookings that require audio-visual equipment (other than that already installed in the theatres) and/or audio-visual technical support using personnel from the Teaching Spaces Services Group (TSS). This is so that a staff member within TSS has time to evaluate and confirm whether the requirements can be accommodated. There will be additional fees and charges associated with such support, and a quote can only be prepared after an evaluation of the requirements by TSS.

[Teaching Space Support](#)

Building Supervision Rates

It is essential for a Building Supervisor to be present for all externally organised events and for internally organised events that public (non-university staff or students) can attend. If your event is across multiple buildings, the University may require more than one Building Supervisor to be present. The Building Supervisor will arrive and unlock the venue(s) just before the stated access time of the booking. Details of these charges are listed below.

Weekdays

Timetable and Venue Management
The University of Melbourne, VIC, 3010, Australia
Telephone: +61 3 8344 4490 Fax: +61 3 8344 6122
Email: room-bookings@unimelb.edu.au

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Events finishing by 8pm: \$300 +10% GST
Events running after 8pm: \$300 (until 8pm) + \$70 per hour (or part thereof) until completion of booking +10% GST

Saturdays, Sundays, Public Holidays or University Holidays

Events for 4hrs or less: \$260+ 10% GST
Events longer than 4hrs: \$345 (for first 5hrs) + \$70 per hour (or part thereof) until completion of booking + 10% GST

The Building Supervisor will arrive and unlock the venue(s) just prior to the stated start time of the booking. If you require the venues to be unlocked earlier than this, please notify us so that we can amend the access time of your booking. In addition to this a security charge of \$70 + 10%GST per hour (or part thereof) is applicable if the booking exceeds the stated end time.

Equipment Hire

A limited number of trestle tables, poster boards, and urns are available for hire from the University. Any other equipment not already present in the venue will need to be sourced from an external provider.

Poster Boards: \$11 + 10% GST
Trestle Tables: \$11 + 10% GST
Urns: \$11 + 10% GST

Cleaning Rates

The cleaning costs listed below will apply to the cleaning of a single venue (and surrounding foyer and toilet area, if applicable) as they are based on minimum rates that are to be paid to cleaners. When multiple venues, are being used for the same booking, a "multiple clean" cost will be negotiated before the booking is confirmed. It should be noted that the costs listed are for the provision of a basic clean. Should the area being used be left in such a state that additional cleaning or specialised cleaning (i.e. carpet steam cleaning) is required, then additional costs to those listed below will be charged.

Weekdays: \$110 + 10% GST
Saturdays: \$130 + 10% GST
Sundays: \$165 + 10% GST
Public Holidays: \$200 + 10% GST

University Departments

The University provides the use of venues free of rental to departments within the University for bona fide teaching, research or performance activities. Bookings made by university departments that are purportedly for departmental use but are found to not fall under the above provision will be charged venue rental rates accordingly.

Future Year Bookings

Rates outlined above are current for bookings running this year. Please be aware for all future year bookings that these rates may be subject to change.

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