



## ANU Teaching and Learning Commons Venue Hire APPLICATION FOR VENUE HIRE (AVH)

Before completing an Application for Venue Hire (AVH), please visit the ANU TLC Venue Hire webpage for information about making a venue booking, including assistance for choosing venue(s): <https://services.anu.edu.au/campus-environment/venues-functions/anu-teaching-learning-commons-tlc-venue-hire>. Please ensure that you adhere to the processing times listed on the webpage.

The applicant (event organiser) must read and agree to comply with the ANU Venue Hire Terms and Conditions at the time of the Application for Venue Hire (AVH) submission. ANU reserves the right to cancel or amend any booking.

*Event organisers must obtain contact details (eg. names and phone numbers) of all attendees and obtain consent from attendees to pass their personal information to ANU and the ACT government (ACT Health) for the purposes of Covid-19 contact tracing.*

I have read and agree to comply with the ANU Venue Hire Terms and Conditions	Yes/No	Date

### Event details

Name of event			
Frequency and recurrence of bookings			
ANU Department/ College/ Division/ School			
VIP attendance expected? If so, provide details of VIPs.			
Number of expected attendees	Minimum - Maximum	Will there be persons under the age of 18 years attending?	Yes/No
Description and/or purpose of event			

### Contact details of applicant (event organiser)

Full name			
University ID		Telephone (Mobile)	
Email address			

### Alternate contact person for event

Full name			
University ID		Telephone (Mobile)	
Email address			

### Booking particulars

Enter an X in the applicable box for all items.

	YES	NO
There will be alcohol at this event	<input type="checkbox"/>	<input type="checkbox"/>
There will be food and/or non-alcoholic refreshments at this event	<input type="checkbox"/>	<input type="checkbox"/>
There will be loud noise or music at this event	<input type="checkbox"/>	<input type="checkbox"/>
This will be a ticketed event and/or an entry fee will be charged	<input type="checkbox"/>	<input type="checkbox"/>
There will be chemicals or dangerous goods at this event	<input type="checkbox"/>	<input type="checkbox"/>

### Choosing a venue

1. The types, capacities and prices of venues can be found on the 2019 Price List for ANU TLC Venue Hire, located under 'Reference Documents' on the ANU TLC Venue Hire webpage.
2. To find a venue with your required Audio Visual facilities visit: <https://services.anu.edu.au/information-technology/audio-visual>. Click on the link to the equipment type that you require. This will bring up a list of locations with this equipment installed.
3. To familiarise yourself with the locations of venues on campus visit: <http://www.anu.edu.au/maps#>
4. To check the availability of venues on the ANU Timetable visit: <http://timetabling.anu.edu.au/sws2021/>

### Venue requirements

If more venues are required than fields available below, please attach a spreadsheet of all required venues to your AVH.

Venue type and/or preferred venue [E.g. 'Tiered lecture theatre' or 'Engineering Theatre']	Number of people to accommodate	Duration of booking (dates and times)

Please email your completed form to: [venuehire@anu.edu.au](mailto:venuehire@anu.edu.au)