### Do we need Event Support?

#### No Event Support Required

Student groups will no longer require event support for bookings:

1. that are between 08:00 - 21:30 Monday to Friday, or 09:00 - 17:00 Saturday and Sunday, excluding Public Holidays; and
2. require no additional equipment/furniture (such as trestles, panel chairs etc) for the event.

Microphones may be supplied upon request – call 834 40777 to book.

#### Venue locked?

Call 834 40777 for assistance

### Event Support Required

An Event Support Officer will be required for student group bookings if any of the following applies.

1. Booking start or finish outside of the times in the **No Event Support Required** section
2. Event is on a Public Holiday
3. Additional furniture (such as trestles, panel chairs etc) are required for the event
4. Event will be serving alcohol
5. 50% or more of the audience are external to the University of Melbourne
6. Event is deemed to be of high risk with controversial topics/speakers; or
7. Event is held in one of the specialised venues on campus.
Specialised Venues

The University of Melbourne has several specialised venues where an event support officer may be required.

**Wilson Hall:** Event Support is mandatory for any events held in Wilson Hall

**Union Hall:** Event Support is negotiable, depending on the event requirements. Billing information is required to confirm booking.

**Yasuko Hiraoka Myer (YHM) Room, Sidney Myer Asia Centre:** Event Support is negotiable, depending on the event requirements. Billing information is required to confirm booking. Default room layout is 100 seat lecture style facing the stage.

What does it cost?

Event Support charges cover the cost associated with rostering a team member to work.

**Minimum booking**
- Weekday (excl Public Holidays): Minimum 3 hour
- Weekend/Public Holiday: Minimum 4 hour

Cost may be lowered if booking is adjacent to another booking.

**Rate card**
- Weekday: $78 per hour
- Saturday: $88 per hour
- Sunday/Public Holiday: $109 per hour

Contact us for more information

Event Manager and Risk Assessment

Event Manager will be responsible for a thorough event risk assessment, especially when events include external people, or speakers/topics that may be controversial.

Photo: Peter Casamento