



Inside

Event Support

Venue Setup/Reset

Technical Support

Digital Exam Support

Hire Store

Chose to Reuse (C2R)
Deliveries

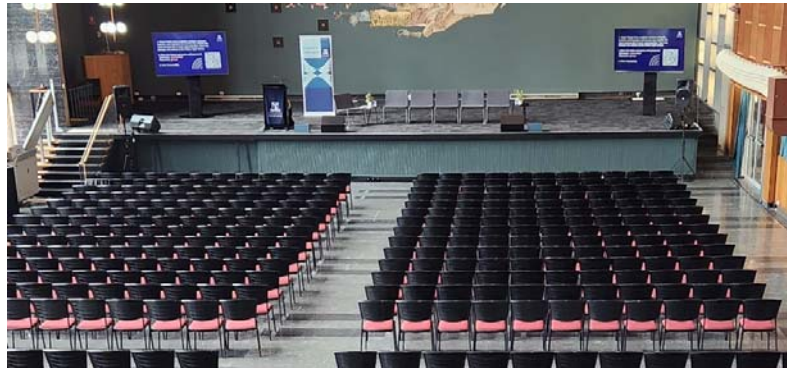


Get in touch

Team Lead (Event Support)
Service Delivery

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Event Support

Dedicated Event Support Officers are available as a fee for service to provide support at university events. The assigned Event Support Officer is the point of contact prior to and during the event and may assist with receiving deliveries for the event; bump-in and -out; unlocking/securing the venue(s); escalating venue HVAC and maintenance issues; providing first aid and assisting with emergency evacuations.

Rates

Day	Rate (ex GST)
Weekday	\$90 per hour
Saturday	\$100 per hour
Sunday/Public Holiday	\$120 per hour

Rates are effective from 1 May 2024 and remain valid until further notice. All costs are ex GST.

Minimum Hire may be applicable.

Weekdays (excluding public holidays): **3 hours**

Weekends/Public Holidays: **4 hours**

Venue Setup/Reset

General venue setup/reset for events is a chargeable service. Cost will depend on requirements, but a general rule of thumb is **\$270 ex GST** for venue setup and reset, if the following applies:

- Setup or reset completed within 90 minutes each; and

- Setup or reset undertaken on Monday to Friday (excluding public holidays) and between 08:00-15:00.

Rates do not apply to exam bump-in or -out for events in Wilson Hall or Kwong Lee Dow (KLD) L1 exam venues and where the venue is currently in exam format. The event booked will incur the full cost of bump-in and -out.

Specialised setups

Costs are calculated using the above **Rates** table for the applicable day work is undertaken.



Cost will apply if work is undertaken outside of 08:00-15:00 (weekdays, excluding public holidays)

Venue	Description	Staff and Rate
Wilson Hall	Exam seating bump-in OR -out	4 staff x 4 hours each #
KLD – L1	Exam seating bump-in OR -out	2 staff x 4 hours each #
Old Quad	Bump-in, pre-event AV/technical testing and bump-out	1 staff x 3 hours each
Melbourne Connect	Event bump-in OR -out	1 staff x 3 hours each
M-Pavilion	Event bump-in OR -out	1 staff x 3 hours each
L2 Multifunction Space (FBE)	Event bump-in OR -out	2 staff x 1 hour each
Any location	Exam seating bump-in OR -out	Contact us to enquire
	Cost will be dependent on scope of work required	

Technical Support

Dedicated Technical Support Consultants are available as a fee for service to provide support at university events. The assigned Technical Support Consultant is the point of contact prior to and during the event and may assist with providing advice on the technical/AV infrastructure within the room and equipment we supply; correct setup of Zoom session; event day technical support; providing first aid and assisting with emergency evacuations.

Logitech Camera

Description	Cost (ex GST)
Equipment setup (Minimum 1 hour prior to event start)	\$90
Zoom Livestreaming and/or Recording via Zoom only	\$90 per hour #
Equipment pack down (Minimum 1 hour post event)	\$90

ONE HD Camera and optional mic hire or livestreaming

Description	Cost (ex GST)
Equipment setup (Minimum 1 hour prior to event start)	\$125
HD Filming/Recording	\$265 per hour
Optional - Zoom Livestreaming	\$90 per hour ** (for additional operator)
Optional - Microphone Hire	\$300 (equipment hire)
Equipment pack down (Minimum 1 hour post event)	\$90

TWO HD Cameras and optional mic hire or livestreaming

Description	Cost (ex GST)
Equipment setup (Minimum 2 hour prior to event start)	\$250
HD Filming/Recording (Include two operators)	\$400 per hour
Optional - Zoom Livestreaming	\$90 per hour ** (for additional operator)
Optional - Microphone Hire	\$300 (equipment hire)
Equipment pack down (Minimum 2 hour post event)	\$180

Video Editing

Description	Cost (ex GST)
Editing (up to first 2 hours)	\$180 (minimum charge)
Editing (after first 2 hours)	\$45 per 30 min thereafter

Microphone Hire

Description	Cost (ex GST)
Provision of up to 6 microphones	\$300 (Equipment hire fee only)
Equipment setup	\$90

(Minimum 1 hour prior to event start)	
Operator required for event	\$90 per hour **
Equipment pack down	\$90
(Minimum 1 hour post event)	

PA System Hire

Description	Cost (ex GST)
Provision of PA system with up to 2 wireless microphones	\$200 (Equipment hire fee only)
Equipment setup	\$45
(Minimum 30 min prior to event start)	
Operator required for event	\$90 per hour **
Equipment pack down	\$45
(Minimum 30 min post event)	



PA Setup in Gryphon Gallery

\$90 hourly rate applies to Monday to Friday, excluding public holidays. Refer to **Rates** table for hourly rates and minimum hire for work on weekend and public holidays.

* Minimum hire may apply if casual staff engaged to undertake activity.

Digital Exam Support

Departments running MSTs and departmental digital exams, not managed by central Exams team, may book venue setup for exam format, and reset; technical support and/or IT Help Desk for students on exam day. IT Help Desk will be open 1 hour prior to exam start time.

Small fleet of loan laptops (up to 10) may be available for hire.

Digital exam support, including venue setup/reset is a fee for service. Cost of support will be dependent on requirements. Booking for support requires minimum 1 week lead time.

Contact us for more information.

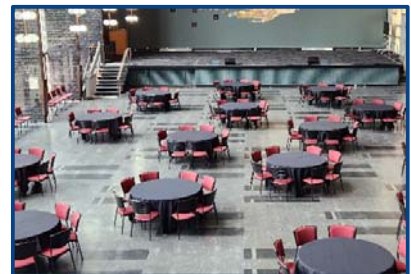
Hire Store

Event furniture and University branded merchandise are available for hire at <https://unimelb.support>.

Event Furniture	Unit Cost (ex GST)
A-Frame (White)	\$10
Chairs – Bar Stool (Multicoloured)	\$10

Chairs – Stackable (Blue)	\$7.50
Chairs – Panel Chair (Grey)	\$15
Chairs – Stackable (Grey)	\$7.50
Chairs – Stackable (Multicoloured)	\$7.50
Only available on Parkville campus (excluding venues south of Grattan St)	
Chairs – Stool (Silver)	\$5
Chairs – Tub Panel Chair (Grey)	\$20
Chairs – Tub Panel Chair (Yellow or Mint)	\$20
Lectern (Black)	\$15
Table – Coffee Table	\$10
Table – Fixed Leg Table (for catering urns)	\$10
Table – High Bar/Cocktail Table	\$25
Table – Trestles	\$10
Tensa Barrier (Black or Silver)	\$10 (Set of 2)

Event Furniture – Wilson Hall		Cost (ex GST)
Not available from Hire Store – Contact us to book		
Table – 1500mm Round		\$30 each
Only available for use in Wilson Hall or Old Quad		
Maximum tables: 20		
Chairs – Stackable (Red)		\$340
Only available for use in Wilson Hall. Chairs arranged in theatre style with centre aisle.		(Setup and Pack down)
Maximum seating: 400		
Chairs - Vintage Bench Seating		\$720
Only available for use in Wilson Hall.		(Setup and Pack down)
Maximum seating: 600		
Alternative Chairs		Contact us to enquire
We can assist you with arranging alternative seating for external vendor.		



Round tables in Wilson Hall



Red chairs arranged in theatre style in Wilson Hall

University Branded Merchandise	Unit Cost (ex GST)
A-Frame	\$10
Bunting – 10m	\$5
Feather Banner	\$20
Lectern Banner	\$10
Pull Up Banner – Nike (Set of 3 banners)	\$50
Pull Up Banner – UoM Logo	\$20
Tablecloth	\$8
Unveiling Cloth	\$10

Chose to Reuse (C2R) – Delivery to Southbank, Burnley and Werribee campuses

Team will deliver Chose to Reuse (C2R) catering items as a fee for service to Southbank, Burnley, and Werribee campuses.

Deliveries and collections are between 09:30-14:30, weekdays and excluding public holidays.

Earliest collection from C2R location at Parkville is 09:30 on weekdays, excluding public holidays.

Last collection of C2R items from Southbank and Burnley is 14:30, and from Werribee is 13:30.

Items must be boxed and ready for delivery/collection at booked times or additional charges will apply. Loose items will not be transported.

Costs

Deliveries/Collections	Total Cost
Southbank and Burnley	\$40
Werribee	\$80
Outside of hours	\$270
Outside of 09:30-14:30, weekends and public holidays	(each way)
Items not ready for collection	\$90

More info on **C2R** go to <https://sustainablecampus.unimelb.edu.au/get-involved/choose-to-reuse>

Get in touch

BOOK SUPPORT <https://go.unimelb.edu.au/eoi6>

HIRE STORE <https://unimelb.support>

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