

Terms and Conditions for Holt, Heath, and Innes Rooms

1. **Exclusive Catering:** Schonell Catering is the sole caterer permitted to supply food in function rooms. Should a specific menu be required and unavailable through Schonell Catering or any other UQU outlets, prior approval must be obtained from Clubs and Societies. In such instances, a copy of the caterer's Public Liability and Food License must be provided. Home cooking and onsite cooking are not permitted.
2. **Venue Hire Charges:** Venue hire charges will be applicable if an external caterer is permitted. Access to the Main kitchen or Innes kitchenette is prohibited.
3. **Pizza Orders:** Pizza orders from Pizza Caffé only are allowed. Bulk orders can be placed via email at pizza.caffe@uqu.com.au
4. **Alcohol Policy:** Selling or serving alcohol in the function rooms is strictly prohibited as the venue is licensed. For alcohol service inquiries, please contact schonell.catering@uqu.com.au. Please note that a food order from Schonell Catering must accompany any bar order.
5. **Catering Discounts for Union Collectives, Departments, Clubs, and Societies:** In addition to the existing terms, a 10% discount will be provided for all Union collectives, departments, clubs, and societies if the total expenditure on food and beverage reaches \$300 or more. This discount will be applied automatically to the final invoice. Please note that the discount is not applicable to any alcohol purchases.
6. **Snacks and Beverages:** Prepackaged snacks and non-alcoholic beverages are permitted within the venue.
7. **Room Setup and Equipment:** Clients are responsible for setting up their own rooms. Tables and chairs will be provided upon request, subject to availability. No audiovisual equipment is provided; clubs must bring their own (e.g., HDMI, AUX, and power cables). Any breakages or battery replacements for AV equipment are the responsibility of the club. Linen is not included but can be hired through Schonell Catering.

8. **Cleaning and Damage:** The room must be reset to its original configuration at the conclusion of the event or meeting. This includes returning the room in clean condition, removal of any decorations, food/beverage, and any wastages. All pack downs must be completed on the same day. Failure to clean the venue or any damage to the venue or furnishings will result in a fee of \$50 per hour.
9. **Booking Policies:** Bookings in the C&S Room, C&S Meeting Room, and Heath Room are confirmed immediately and cannot be cancelled for a paid booking. The Holt Room may be cancelled up to 4 weeks prior to the booking if a paid booking is received. A club or society spending \$500 or more on catering will qualify for a complimentary booking of the Holt Room.
10. **Booking Window:** Rooms can be booked up to 4 months in advance for Holt and Heath, and 6 weeks in advance for Innes rooms.
11. **Innes Room Exclusivity:** Innes rooms are not available on a complimentary basis to clubs or societies. Venue hire fees will apply. Innes room bookings include a data projector, screen, and one wireless microphone. Any collective or clubs and societies spending 1000\$+ on catering and drinks will be considered a paid booking and will not be bumped.
12. **Complimentary Bookings for Union Collectives and Departments:** Innes room is available complimentary to Union collectives and departments, subject to venue availability. Any booking may be bumped with 1 weeks' notice from the functions department, except for bookings made within 1 week of the event given there is no any existing booking.
13. **Decoration Policy:** Decorations may be installed at the club's discretion, but hanging decorations from the roof is not permitted. Use of ladders or platforms is prohibited. Any damage caused during installation or removal of decorations will be the club's responsibility. Smoke machines require approval from UQ P&F.
14. **Event Finalization and Additional Charges:** All event details must be finalized at least 24 hours before commencement. Extra charges may apply for venue usage outside of normal working hours (Working Hours: 8AM to 4 PM). Cancellations must be communicated to Clubs and Societies as soon as possible.

15. **Access Outside Normal Hours:** For bookings starting after 4pm and on weekends, clubs must receive confirmation from P&F for access. If locked out, please contact UQ security on (07) 3365 1234.