

 CHARLES DARWIN UNIVERSITY	CDU Darwin Waterfront Event Guidelines	
	Venue Hire	Office of Facilities Management

Introduction

CDU Darwin Waterfront is an architecturally attractive facility located in the heart of Darwin. This new facility includes spaces that may be utilised for a range of events held by internal and external users.

Events do however have the potential to disrupt our core business of teaching. These event guidelines have therefore been developed to set standards for the events taking place on our premises.

Please help us to uphold and enhance the high position in which CDU is held in the local community by following these event guidelines.

1. General Event Principles

- These guidelines shall apply to any event of fifteen (15) or more persons, and/or including any of the following:
 - Significant catering services, i.e. any more than morning/afternoon tea;
 - Service of alcohol;
 - Additional furniture and/or relocation of existing furniture;
 - Additional AV/IT equipment;
 - Additional staffing;
 - Additional cleaning services;
 - Guests including VIP's such as state or federal politicians, heads of national organisations, senior management of international organisations, etc.
- Events may be held by internal or external organisations.
- Events should be appropriate to the general purpose of the space and should be conducive to the enhancement of CDU objectives and its brand.
- Events should not distract teaching at the Waterfront.
- For July-December 2015, events should be held within the standard operating hours of the CDU Darwin Waterfront facility, being 08:00-21:00 week days. Events may be held at weekends but may incur additional cleaning and security costs
- Venues cannot be guaranteed until an event confirmation is issued. External users will be required to pay a 25% deposit prior to event confirmation being issued.
- External event holders must nominate an experienced event manager – CDU is not currently in a position to manage external events.
- All events must be endorsed in advance by the Head of School of Business or delegate, and approved in advance by the COO/DCCO.

2. Space and Capacity

In order to minimise teaching disruption, until further notice only **Waterfront Level 5** will be made available for events. Waterfront Level 5 consists of:

- Lecture Theatre (125 seats)
- Boardroom (14 seats)
- 3x meeting rooms (6 seats)
- Break out space (approximately 261sqm including food and drink service area)

The maximum event capacity for the break out space is 170 people.

For events taking place on Level 5, there is limited capacity to place a CDU supplied reception table in the foyer on the ground floor (Level 1).

3. Car Parking

Event attendees should use the public parking at the Waterfront multistorey car park.

4. Event Types

Events should be appropriate to the intended purpose of the space as a business school and place of learning. Examples of suitable events include conferences, workshops, seminars, public lectures, training, or business or community receptions.

Examples of unsuitable events include weddings, personal anniversaries, birthday parties or events where live music is the primary attraction.

5. Event Bookings and Timings

Event organisers will often want to book events beyond the currency of CDU's teaching timetables. In 2015, this will be managed as follows:

Bookings Open:	1 May 2015
Earliest Event Date:	1 July 2015
Advance Bookings:	Bookings may be taken up to 24 months in advance for events to be held outside of teaching periods. Bookings may be taken up to 6 months in advance for events to be held within teaching periods.
Event Timing:	08:00-21:00 week days Additional costs may apply for events extending beyond the standard building operating hours of 08:00-21:00 week days.

All event bookings must be made at www.cdu.edu.au/university-operations/facilities-management.

Event marketing should not commence until an event has been formally approved and confirmed.

6. Event Management

For internal events, the relevant department should nominate an event manager to be the single point of contact in all matters connected with the event. Departments must ensure adequate resources are in place to manage the event. The Office of Media, Advancement & Community Engagement (MACE) can assist by providing advice and checklists to aid in planning your event and ensuring its success.

External event organisers should nominate an experienced event manager to manage the event who will be CDU's single point of contact on all matters connected with the event. CDU will not deal directly with sub-contractors of external event organisers.

7. Event Services

For both internal and external events, CDU will provide the following limited event services:

- venue hire, including use of furniture & AV/IT equipment fitted in allocated venue;
- standard security services;
- standard cleaning services.

Nominated event managers (whether internal or external) should arrange all other matters including event promotion, event reception, catering, additional furniture and equipment hire, signage and room dressing (flowers etc.).