



UNIVERSITY of CANTERBURY  
**STUDENTS'  
ASSOCIATION**  
Ākonga tū, ākonga ora

# Haere-roa Club Use Policy

**LAST MODIFIED:** May 2019

**REVIEW DATE:** November 2019

**APPROVED BY:** Executive Committee

**CONTACT PERSON:** Events and Communications Manager

## 1. INTRODUCTION

- 1.1 This document contains the guidelines that surround the use of, Haere-roa by UCSA affiliated clubs.
- 1.2 Haere-roa is the UCSA majority owned facility cited at 90 Ilam roads and includes control over the carparks surrounding it, the lawn, amphitheatre and outdoor kitchen and all spaces within the building as provided for in the lease with the University of Canterbury
- 1.3 Nothing in this policy overrules the resource consent for the building which includes stipulations around how the facility can be used.

## 2. SERVICES PROVIDED AT NO CHARGE

- 2.1 The UCSA in its endeavour to support clubs will provide the following services free of charge:
  - 2.1.1 The hire of the space itself;
  - 2.1.2 UCSA Equipment for use in the space, including but not limited to Production and Resource equipment, tables, chairs etc.;
    - 2.1.2.1 Excluding Food and Beverage specific equipment including but not limited to glassware, crockery, etc.
  - 2.1.3 The set up and pack down of UCSA equipment in the space by UCSA staff;
  - 2.1.4 House Tech / Supervisory Staff Member.

## 3. AVAILABILITY OF THE SPACE

- 3.1 The UCSA acknowledges that there will be significant competition for space in Haere-roa, and will prioritise club use of the facility during term time, recognising that this is not absolute and external bookings may be made during term time.
- 3.2 UCSA will adopt a committee of relevant operational staff with input from the relevant student executive members to assess suitability for

external/commercial bookings during term time. The committee will meet weekly to approve/decline external/commercial bookings.

- 3.3 UCSA will aim to prioritise clubs use of spaces, but it is essential for clubs to communicate as early as possible with UCSA staff when events are planned to avoid disappointment by clubs.
- 3.4 Club bookings will operate on a first-in, first-served basis.

#### **4. BOOKINGS AND TIMEFRAMES**

- 4.1 All club bookings must be made with as much notice as possible. The UCSA will endeavour to ensure any club booking that can be accommodated will be.
  - 4.1.1 Bookings made less than two weeks out from the event date will be confirmed at the discretion of UCSA staff based on the ability to operationally service the booking.
- 4.2 If a club booking of Haere-roa includes the use of UCSA equipment (tables, chairs etc), the space and equipment will be setup by UCSA Staff prior to the event, at no cost to the club.
- 4.3 All details of the booking need to be confirmed by 5pm of the Monday preceding the booking. This includes, but is not limited to:
  - 4.3.1 Room layout;
  - 4.3.2 Equipment requirements;
  - 4.3.3 Food and beverage details, including bar tabs;
  - 4.3.4 Expected numbers;
  - 4.3.5 Run sheet for the event.
- 4.4 Set up requirements and times need to be agreed to by UCSA staff as part of the booking process. No variation will be allowed on the day without prior approval from the house tech, duty manager, or other UCSA supervisory staff member.
- 4.5 The only 24/7 hour space is the Student Social Space, and is not available for exclusive booking during term time.
- 4.6 The Foundry is not available for exclusive booking during its hours of trade. For the remainder of 2019 Foundry hours are outlined below. The Foundry space is not suitable for use without supervision by UCSA staff due to the availability of alcohol.
  - 4.6.1 Monday – Friday 8:30am – late.
- 4.7 All other bookable spaces in and around the building are accessible by booking only – listed in Appendix 1.
  - 4.7.1 Due to the resource consent of the building, all events must conclude by 1:00am.

#### **5. THEATRE BOOKINGS**

- 5.1 Where an event is scheduled to occur over multiple nights in the Ngaio Marsh Theatre (NMT) and requires set up, rehearsal, and pack down time, the club will be entitled to book NMT from a maximum of the

Sunday preceding the first performance / event and the day following the last performance / event night.

- 5.1.1 Exceptions to this may be considered on a case by case basis within two weeks of the first date of the confirmed booking.
- 5.2 For at least the remainder of 2019, it is envisaged that no more than one event will be held in the NMT each evening. This is to ensure that the NMT delivers high quality events, whilst UCSA staff learn how this new space will operate and function on a practical level.
  - 5.2.1 This also applies to Thursday nights in term time when MONO Nights will be held, therefore Thursdays are not club bookable.
  - 5.2.2 On these Thursdays, the central stage area and at least one dressing room must be clear and available for use by the UCSA.
  - 5.2.3 Exceptions to this may be considered on a case by case basis if there is a clear and obvious gap of time between bookings.
  - 5.2.4 This will be revisited at the end of 2019, following a review of remaining 2019 NMT evening events.

## **6. SUPERVISION AND AUTHORISED INDIVIDUALS IN THE SPACE**

- 6.1 Depending on the nature of the booking, there may be a requirement for a UCSA staff member to be present to act as a 'house tech' or venue supervisor.
  - 6.1.1 Where this is a requirement, one staff member will be provided at no cost to the club.
  - 6.1.2 It is at the sole discretion of UCSA staff if this is a requirement of the booking.
- 6.2 Where a booking is not required to have a 'house tech' or supervisor, the club must nominate an individual to be responsible for the booking, behaviour of club members, and care of the space.
- 6.3 Where a club event requires technical staff, there are a number of options:
  - 6.3.1 The house tech will be able to provide some basic to intermediate technical support, as long as this support does not interfere with their house tech duties.
  - 6.3.2 The club may hire UCSA technicians to perform technical duties at the rate of \$40 + GST per hour.
  - 6.3.3 The club may hire technicians from a list of approved UCSA suppliers, available from the Operations and Facilities team.
  - 6.3.4 The club may provide skilled individuals from their own membership pool.
    - 6.3.4.1 These individuals will be approved by the UCSA Operations & Facilities Manager, and it is at their sole discretion as to whether they are safe to operate UCSA gear and operate in Haere-roa. They will be overseen by the UCSA house tech. Any and all damage incurred by skilled club supporters will be charged to the club.

- 6.4 Any club executives acting in an official capacity during an event (including setup and pack down) are required to be sober at all times
  - 6.4.1 To avoid uncertainty, this means any club executive member that is not purely there as an event attendee.
  - 6.4.2 It is possible for a club executive member to complete their official duties, and then become an event attendee, and consume alcohol upon the completion of their duties, provided that they are not required to complete additional duties at the conclusion of the event and they make the venue supervisor aware that they are concluding their duties

## **7. SECURITY**

- 7.1 Where a booking in Haere-roa requires security, this cost will be borne by the organiser of the booking.
  - 7.1.1 This cost will be passed on without the addition of any margin or additional costs after the event, to reflect the true cost of security at that event.
- 7.2 All security requirements will be determined by UCSA staff in consultation with the club prior to confirming the booking. This will be based on the risk profile of the event. Appendix 2 details some common risk scenarios.
  - 7.2.1 The decision of UCSA staff on security requirements and numbers is final.
- 7.3 Clubs are required to use the contracted UCSA security provider, and cannot engage an alternate provider.

## **8. ALCOHOL**

- 8.1 Haere-roa is a fully licenced building, which means that club events in all parts of the building can include alcohol as part of them, including the lawn outside the building.
- 8.2 As the licence extends over the whole of Haere-roa, all alcohol must be served as part of the UCSA liquor licence. This means alcohol must be purchased through the UCSA and served by UCSA staff.
- 8.3 Clubs are entitled to V-Plate pricing for all alcohol purchases made for or at a club event.
- 8.4 Unless by prior arrangement with UCSA staff confirmed in writing, no BYO alcohol is allowed into any space. This includes artist / hospitality riders.
- 8.5 Where a club wishes to have a dedicated bar, this will be provided by the UCSA provided a minimum spend of \$150 + GST per hour of event time plus one additional hour of setup and pack down time is met.
  - 8.5.1 Where the club is not pre-ordering food or putting on a bar tab that meets the minimum spend, a deposit will usually be required.
  - 8.5.2 Should the event fail to meet the minimum spend, either the difference between the minimum spend and the total spend of the

event, or the staffing costs for the event, whichever is the lesser amount, will be charged against the deposit amount, with the balance refunded to the club.

8.5.3 Should the event meet the minimum spend, the full deposit will be refunded to the club.

8.5.4 Should a club not want to or is unable to pay this deposit, they are welcome to use the Foundry within its standard operating hours to purchase alcohol.

## **9. FOOD**

9.1 Non-UCSA provided food in the venue will be allowed on a case by case basis with written confirmation from UCSA staff, however there are some presumptions that apply:

9.1.1 Light snacks along the lines of chips, lollies or popcorn are generally acceptable, however this is at the discretion of UCSA staff.

9.1.2 External caterers are not allowed on site at any time, nor is any food supplied by external caterers to be bought onsite.

9.1.3 Clubs are to comply with the Christchurch City Council and Ministry of Primary Industries requirements.

9.1.4 Any rubbish generated by bringing food on site must be removed by the club from the building, not put into the existing rubbish receptacles, or UCSA Skips.

9.2 Clubs are entitled to V-Plate pricing for all Foundry food purchases made for or at a club event.

9.2.1 Clubs are entitled to a 10% discount off the OnCampus Catering Menu.

## **10. TICKETING OF EVENTS**

10.1 All club ticketing of Haere-roa must utilise the UCSA Club Eventbrite account as required by the UCSA Eventbrite contract.

10.1.1 This is provided at no cost to the club, and significantly discounted to attendees of the club events.

10.2 Clubs are required to supply wristbands for their attendees

10.2.1 These can be purchased through the UCSA if required.

10.3 The club may opt to supply club exec to scan tickets and wristband attendees. Where this is the case, the club must supply the minimum number of people for the following bands:

10.3.1 If the club has sold between 0 – 400 tickets: Six people

10.3.2 If the club has sold between 401 – 700 tickets: Eight people

10.3.3 If the club has sold between 700 – 1000 tickets: Ten people

10.4 If the club opts not to supply club exec to scan tickets, the UCSA can provide a ticketing team, provided the UCSA are given at least 72 hours notice. The cost of this will be passed on to the club. The cost based on a two hour door time would be:

10.4.1 If the club has sold between 0 – 400 tickets: \$200 + GST

10.4.2 If the club has sold between 401 – 700 tickets: \$400 + GST

10.4.3 If the club has sold between 700 – 1000 tickets: \$600 + GST

## APPENDIX 1: Spaces and Capacity

CAPACITIES + CONFIGURATIONS						
						
Venue	Seated Dining	Theatre	Cocktail	Classroom	Exhibition Booths	Area (sq.m)
Ngaio Marsh Theatre	300	320 (Retractable, tiered seating)	800	320	28	325m <sup>2</sup> (Excluding Stage)
Function Space	180	220 (Flat Floor)	250	90	17	288m <sup>2</sup>
The Foundry	100	100	300	-	-	151m <sup>2</sup>
Bentleys	100	140	180	60	-	114m <sup>2</sup>
Movie Room	-	25	30	25	-	43m <sup>2</sup>
Boardroom	-	25	25	-	-	-
Main Street	-	-	150	-	10	278m <sup>2</sup>
Upstairs Foyer	-	-	50	-	-	84m <sup>2</sup>
Social Space	-	-	95	-	9	148m <sup>2</sup>
Whole Building	-	-	1000+	-	64	-

\*All capacities are indicative only

## APPENDIX 2: Security Risk Profiles

### Ngaio Marsh Theatre

Event Style	Security Numbers
Gig < 400 pax	6 Security
Gig 400 to 600 pax	8 Security
Gig 600 to 800 pax	10 Security
Gig 800 to 1000 pax	12 Security
Dinner / Cocktail 200+ Pax	6 Security
Theatre Show Low Risk	No Security, trained ushers only
Theatre Show Med to High Risk	2 Security

### Function Space / The Foundry / Bentleys

Event Style	Security Numbers
Low risk or < 100 pax	No Security
Med Risk or 100+ pax	1 to 2 Security