

## Commercial Room Hire Information

Commercial room hire covers University departments, commercial entities i.e. businesses and individuals (including students) who are “on-charging” e.g. a tutor fee, door fee, service fee or otherwise.

All commercial hire requests are considered on a case by case-by-case basis at the Recreation Managers discretion. The aim of the game is to prioritise and secure student recreational use first. Those looking to inquire further should email [sue@ousa.org.nz](mailto:sue@ousa.org.nz).

The pricing below is fixed. No further discounts apply. Payment is due before use in cash or EFTPOS. Only university departments will be considered for invoicing.

Room Available	Max Capacity	Amenities	Charge Per Hour	Charge Per Half Day (4 hours)	Charge Per Full Day (8 hours)
Otago Room	25	T.V, whiteboard, trestle tables, chairs, kitchenette (Kettle, mugs, spoons)	\$40	\$120	\$240
Dance Studio	20	Wooden flooring, stereo, mirror	\$40	\$120	\$240
Jonesy Room	15	Mirror, stereo	\$35	\$105	\$210
Craft Studio* LIMITED ACCESS (HEALTH AND SAFETY PROTOCOL APPLIES)	10	Wooden benchtops, dremels, power tools, hand tools	\$50	\$150	\$300
Evison Lounge	40 (seated) 60 (standing)	TV, projector, trestle tables, chairs	\$60	\$180	\$360
Kitchen	10	Two gas ovens, microwave, dishwasher, bench	\$60	\$180	\$360

		<b>tops. BYO utensils. No fridge/freezer facilities available. Hirer must clean after use.</b>			
<b>Room 2</b>	<b>35</b>	<b>TV, trestle tables, chairs, whiteboard</b>	<b>\$40</b>	<b>\$120</b>	<b>\$240</b>
<b>Room 3</b>	<b>10</b>	<b>TV, trestle tables, chairs, whiteboard</b>	<b>\$25</b>	<b>\$75</b>	<b>\$150</b>
<b>Room 4</b>	<b>25</b>	<b>TV, trestle tables, chairs, whiteboard</b>	<b>\$35</b>	<b>\$105</b>	<b>\$210</b>
<b>Room 5</b>	<b>20</b>	<b>TV, trestle tables, chairs, whiteboard</b>	<b>\$25</b>	<b>\$75</b>	<b>\$150</b>
<b>Room 6</b>	<b>10</b>	<b>TV, trestle tables, chairs, whiteboard</b>	<b>\$35</b>	<b>\$105</b>	<b>\$210</b>
<b>Music OR Quiet Room</b>	<b>5</b>	<b>Table, Chairs, piano</b>	<b>\$35</b>	<b>\$105</b>	<b>\$210</b>
<b>Activities Hall</b>	<b>100</b>	<b>Lyno flooring, Sound System.</b>	<b>\$75</b>	<b>\$225</b>	<b>\$450</b>
<b>Exercise Studio</b>	<b>15</b>	<b>Lyno flooring, stereo, mirror</b>	<b>\$35</b>	<b>\$105</b>	<b>\$210</b>

- The centre does not have satellite TV.
- WIFI is available but coverage may be limited in some rooms.
- Hirers are responsible for setting up and packing down there rooms. Set up and pack down time must be included in the hire period.
- External catering may be brought in.
- The Clubs and Societies Centre does not accommodate outside of hour bookings

\*The Craft Studio is a high-risk area. Applicants will need to submit a satisfactory risk management plan before a booking will be considered.