

Commercial Room Hire Information

Commercial room hire covers University departments, businesses and organisations (including Non-for Profits and Charities). It also covers students or staff who want to use our facilities for non-personal use or are on-charging e.g. a tutor fee, door fee, service fee or otherwise. *You are not required to pay a fee if you are an Otago University or Polytechnic students booking for yourself and your friends or an affiliated club or society.*

All commercial hire requests are considered on a case-by-case basis at the discretion of the Clubs and Societies Manager. Our facility has significant costs to operate and maintain. Charges are below market rates and contribute to these expenses. Ultimately, we want to prioritise student access who fund our organisation and for who we serve. Those looking to inquire further should email michaela@ousa.org.nz we strongly advise looking at the room and amenities before booking.

Room	Max Capacity	Amenities	Charge Per Hour	Charge Per Half Day (4 hours)	Charge Per Full Day (8 hours)
Otago Room	25	TV, whiteboard, trestle tables and chairs, kitchenette	\$40	\$120	\$240
Dance Studio	20	Wooden flooring, stereo, mirror, ballet barre	\$40	\$120	\$240
Jonesy Room	15	Mirror and stereo	\$35	\$105	\$210
Evison Lounge	40 (seated) 60 (standing)	TV, projector, trestle tables, chairs	\$60	\$180	\$360
Kitchen	10	Two gas ovens, microwave and dishwasher. BYO cooking equipment.	\$60	\$180	\$360
Room 1	8	Table, chairs and whiteboard	\$25	\$75	\$150

Room 2	35	TV, trestle tables, chairs, whiteboard	\$40	\$120	\$240
Room 3	10	TV, trestle tables, chairs, whiteboard	\$25	\$75	\$150
Room 4	25	TV, trestle tables, chairs, whiteboard	\$35	\$105	\$210
Room 5	20	TV, trestle tables, chairs, whiteboard	\$35	\$105	\$210
Room 6	10	TV, trestle table, chairs, whiteboard	\$25	\$75	\$150
Music or Quiet Room	5	Table, chairs, piano	\$35	\$105	\$210
Activities Hall	100	Lyno, flooring, sound system	\$75	\$225	\$450
Exercise Studio	15	Lyno flooring, stereo, mirror	\$35	\$105	\$210

Our TV's are not smart TV's or Freeview capable. 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 manager must approve alcohol. The Clubs and Societies Centre does not accommodate outside of hour bookings. Standard hours are 9am to 10:30pm Monday to Friday and 10am to 8:30pm weekends. Hours are reduced outside of the academic year. Payment is due in advance (via EFTPOS/credit card) unless otherwise arranged. Refunds for cancelled bookings will not be given within 24 hours of the booking due to start. Bookings affected by COVID will be refunded.