



## August 2018\_ EVENT SPACES MANAGED BY RMIT VENUES

See below for a table listing the on campus spaces booked through and managed by RMIT Venues.

To enquire about booking any of these spaces for your RUSU club,

**To request a “RMIT Venues Space” booking for your RUSU Club, the Club PRESIDENT must put in a request through the online portal at:**

[https://apac-api.priava.com/api/rmit\\_uni-RMITallstaff/calendar.html](https://apac-api.priava.com/api/rmit_uni-RMITallstaff/calendar.html)

Email at least **three (3)** weeks before the event. HOWEVER RUSU C&S recommends starting the booking process at least one month before small events and up to 3 months or more before important and/or large and/or complicated events.

**To request an academic space (classrooms, lecture theatre, lab etc.),** email your request to [venues@rmit.edu.au](mailto:venues@rmit.edu.au)

? = no information available about the space

Venues			
Storey Hall Building 16	<b>General info:</b>		
	Deliveries via lift in Rodda Lane. Disabled Lift access Swanston Street. Clubs may have to pay for security, venue manager, AV technician and cleaners. You will have to pay for any damage caused to any venue. Basic audio visual facilities built in. Have to book security via RMIT Security and additional Audio Visual via RMIT AV and Both Level 5 and Level 7 have bookable commercial preparation kitchens.		
	SPACES AVAILABLE	CAPACITY (Maximum)	IMPORTANT INFORMATION
	016.05.001 Auditorium	650 theatre style seating (if include upstairs dress circle), 250 banquet style	See General Info Booking must include at least 1 hour each for set up and pack up.
	016.05.004 Foyer	200	See General info Can book both Foyer and Auditorium.
Storey Hall “Green Brain”	<b>B16 Level 7</b>		See Storey Hall General info
	016.01.001 Lecture Theatre	232	See General info Has a small foyer
	016.07.007 Conference Room 1	50	See General info Can book both Conference Rooms to make bigger space
	016.07.008 Conference Room 2	50	See General info Can book both Conference Rooms to make bigger space
	016.07.001 Seminar Room 1	30	See General info Can book Seminar Room 2 to make bigger space
	016.07.002 Seminar Room 2	30	See General info Can book Seminar Room 1 to make bigger space
	016.07.003 Seminar Room 3	30	See General info Can book Seminar Room 4 to make bigger space
	016.07.004	30	See General info

	Seminar Room 4		Can book Seminar Room 3 to make bigger space
	<b>SPACES AVAILABLE</b>	<b>CAPACITY (Maximum)</b>	<b>IMPORTANT INFORMATION</b>
<b>Student Life spaces:</b>	<b>NEW!</b>		
<b>Kaliede Theatre</b>	008.02.004	162	<p><b>Max Capacity:</b> 162  <b>Venue Comment:</b>  Maximum Occupancy 162 pax  Traditional Performing Arts Theatre &amp; Cinema with fixed raked seating  Stage with no permanent AV, dropdown projection screen and theatrical lighting grid.  16mm film projection available.  Lectern &amp; Microphone and laptop connections can be setup in-house.  Additional AV may require an AV request via the Service &amp; Support centre.  Minimum 1 hour setup time within bookings.  ALL Kaleide Theatre bookings are staffed.  Ancillary charges for staffing will apply for all bookings outside normal operating hours (Monday to Friday 8am to 6pm)  If Kaleide Theatre is booked, the foyer should also be booked to avoid clashing events.  If the adjacent dressing rooms are required, they should be booked also via <a href="mailto:NAS-studios@rmit.edu.au">NAS-studios@rmit.edu.au</a></p>
<b>Kaliede Theatre Foyer</b>	008.002.027	162	<p><b>Max Capacity:</b> 162  <b>Venue Comment:</b>  Maximum Occupancy 162 pax  Large foyer space with direct street access, small kitchenette and box office.  Suitable for flat floor, indoor events  If Kaleide Theatre is booked, the foyer should also be booked to avoid clashing events.</p>
<b>New Academic Street (NAS)</b>	<p>Ownership of overall curation of Academic Street activation is with Student Life.</p> <p>NAS is open from 7am to 10pm weekdays, and 7am to 6pm Saturdays - access after hours may require a security guard onsite.</p>		
	010.04.203 & 012.04.203 "Academic Way" – the walkway	100 (All year)	RMIT Student Life curates this space – approval will have to be given by this Department
	010.05.089 Garden Space	65	Indoor space with small balcony and small sink. Semi-permanent tables & chairs NO POWER
	010.06.089 Garden Space	65	Indoor space with small balcony and small sink. Semi-permanent tables & chairs NO POWER
	010.07.052 Portal	120	Flexible lounge space. No AV facilities etc
	010.07.089 Garden Building Terrace	100	2 gas BBQs Sink and water Tables & chairs Power Some shade
	010.07.225/051 Outdoor Terrace	180	Open space Not much by way facilities (i.e. BYO everything)
	012.04.108 Innovation Design Showcase (IDS)	60	High Tech facilities For showcases
	014.04.144 Student Corner	85	Only available to book after hours
	Bowen Street Outdoor Settings	200	?
	012.04.092/94/96 NAS Food Court Market	175	During Semester – bookable by Student Life programs (which should include RUSU Clubs). Outside of semester & after hours, anyone can book

	SPACES AVAILABLE	CAPACITY (Maximum)	IMPORTANT INFORMATION
<b>Outdoor Areas</b>			
	018.01.001 Alumni Courtyard	500	2 built in electric BBQs Power Toilets(see next entry – need to book those as well) Some seating Large Marquee
	018.01.002 Alumni Courtyard Toilets	NA	NA
	Bowen Plaza BBQ	200	?
	Bowen Street	100	?
	108.004 Courtyard BBQ	30	?
	Bundoora East BBQ	?	?
	Bundoora West Lakeside BBQ	?	?
	Bundoora West Library Courtyard BBQ	?	Pushbutton BBQ
	Building 11 Old Chapel Courtyard	100	No facilities – BYO everything
	Orr Street (Outside Building 56) O’Grady’s Place	30	Push button BBQ Some built in tables Shade screens but not rain proof Close to permitted smoking area
	Building 202 Courtyard Bundoora West	200	
	Brunswick – Building 514 paved Courtyard (open space in middle of campus)	200	
<b>Swanston Academic Building (SAB - Building 80)</b>	SAB is a teaching facility. Function spaces around event bookings of teaching spaces need to be sensitive to teaching and learning activities throughout the building.		
	080.02.013 SAB Function Space L2	120	?
	080.03.016 SAB Function Space L3	80 people across 2 areas	<ul style="list-style-type: none"> <li>15 seats inside, 22 fixed seats in outer area</li> </ul>
	080.04.015 SAB Function Space L4	100	<ul style="list-style-type: none"> <li>- Mezzanine area with 21 fixed seats</li> <li>- Internal courtyard with 15 fixed seats</li> <li>- Outdoor balcony area with 21 fixed seats &amp; large bench tables</li> </ul>
	080.05.002 SAB Function Space L5	40	- 15 seats inside, 22 fixed seats in outer area
	080.06.011 SAB Function Space L6	90	<ul style="list-style-type: none"> <li>- 52 seats internally</li> <li>- 25 seats on balcony</li> </ul>
	080.07.005 SAB Function Space L7	80	<ul style="list-style-type: none"> <li>- Commercial food retail outlet adjoins this space</li> <li>- Ample balcony and mezzanine area</li> <li>- Seating for up to 70</li> </ul>
	080.010.001 SAB Function Space L10	70	- 28 seats
	080.12.001 SAB Rooftop Lower Terrace	125	Two push button electric BBQs Sink in shed Limited weather protection Heaters For RMIT Staff & student use only – get swipe access
	080.12.001 A SAB Rooftop Upper Terrace and BBQ	125	As per Lower Terrace