

Booking Process

in reference to

**Kambri
Cultural Centre
And
Marie Reay Teaching Centre (MRTC)**

Kambri precinct is managed by

Wiltshire + Dimas
Kambri Precinct Management

1.0 BACKGROUND

Kambri is the new central university precinct, containing diverse and popular facilities. However, it must also be recognised that the Kambri Precinct is only a small part of the overall range of facilities on the ANU campus. Kambri is not designed to replace the wider campus facilities but to supplement them. Choosing the appropriate on campus location for an event needs to take into account many elements and some events will be best suited to Kambri, other events to other spaces on the campus.

Document Type	Procedure
Version	1
Purpose	This document provides an overview of the Venue Booking Process for the Kambri Cultural Centre and Marie Reay Teaching Centre (MRTC)
Audience	Staff, Students, Commercial Venue bookers
Category	Administrative
Topic/ SubTopic	Booking Process
Effective Date	29 April 2019
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Responsible Officer	Chief Operating Officer
Approved By:	Chief Operating Officer
Contact Area	Office of the Vice Chancellor

Kambri Cultural Centre:

The Kambri Culture Centre is a multi-purpose event facility incorporating a variety of multi-use spaces including:

- Manning Clark Hall - Large multi-purpose space (500 tiered seats), 1,000 concert or flat floor, 300 banquet rounds, minimum bookable numbers 250
- T2 - Smaller multi-purpose space (200 tiered seats), 500 concert or flat floor, 200 banquet rounds, minimum bookable numbers 100
- Cinema (300 tiered seats), minimum bookable numbers 100
- Drama theatre (150 seats theatre), 130 banquet rounds,
- Lobby bar and Northern courtyard 500 capacity cocktail function.

The building contains commercial kitchen facilities to support the hosting of catered functions and provide high quality acoustics, large flexible staging and production equipment, and backstage amenities.

The Culture and Events building also has a dedicated Catering Manager with an experienced team capable of offering food and beverage services for a wide variety of events and activities. This includes Lobby Bar operations for concerts, theatre productions, film screenings and presentations, cocktail and canape services for standing functions, through to full scale high end banquet functions.

Marie Reay Teaching Centre (MRTC):

The Marie Ray Teaching Centre (MRTC) is a multi-purpose teaching, student commons and events building featuring 6 floors of flexible spaces. The spaces are prioritised and designed for teaching, and include a mix of 30pax, 60pax and 120pax teaching rooms in addition to a Superfloor with 1.5 x ceiling height and flexible spaces for up to 300pax. In addition to the teaching rooms, there are 800 informal public seating spaces in a mix of social and private settings across all of the floors.

The building is constructed out of Glued Laminated and Cross Laminated Timbers (CLT) that offer a striking architectural contrast to the remainder of Kambri. The building will be operated during traditional teaching hours by ANU, where colleagues from all schools will be encouraged to utilise the cutting edge facilities to run tutorials, lectures and seminars. Outside of this time, the variety of spaces and technologies opens up programming opportunities that the Precinct Manager will utilise and make available to activate the precinct.

Public Realm:

Kambri was conceptualised with a people first approach, starting with an understanding of the end user to develop an urban design framework. This framework has delivered a multitude of accessible Public Spaces perfect for a range of events and uses. The key public spaces featured in this document are:

- University Avenue
- The Amphitheatre
- The Lawn; and
- The Lane.

The conduct of events in these public spaces is free for staff and students but the spaces do need to be booked to avoid any clashes between proposed uses.

Document Purpose:

Kambri Precinct and its associated venues are versatile spaces that will play a multitude of roles in the ongoing activation of the overall campus and of the Kambri Precinct. This document is designed to offer fair and sustainable access to these venues, ensure maximum use and the best possible financially sustainable outcome for the Precinct. The document will be reviewed on a six (6) monthly basis and take in to consideration feedback from all Category users collated by the Precinct Management team.

The purpose of this document is to assist in creating the best ongoing use of these key assets in a way that aligns with the University's Strategic Plan for outreach, education and research. It also aims to attract events and activations out of semester and after hours to keep the ANU community engaged longer, and draw the broader Canberra audience and interstate visitors to the precinct.

It is envisaged this will come in the form of conferences, concerts, festivals, touring shows, seminar series, markets and entertainment opportunities that take advantage of the unique offering ANU can provide. It is considered these events will make the ANU a better place for students, drive the reputation of Kambri as a place in which 'something is always happening' whilst generating self-sustaining income for the precinct through ticket sales, conference packages, catering sales, etc.

In addition, the ability to draw external events into the precinct, in particular to the Kambri Cultural Centre and the 'superfloor' of the MRTC will enable the Precinct Management team to build large ANU-owned events and activations, including a number of free activities that will drive further levels of activation and positive experience into the Kambri Precinct.

Kambri Reference Group (Governance)

ANU has established The Kambri Reference Group whose role is to ensure a considered approach is taken to the activation and vibrancy of the precinct. The Reference Group incorporates key stakeholders including students who provide input into the program of activations, events and operational requirements within the precinct. This includes establishing a

hierarchy of uses for the spaces, and forward planning for events and activities to activate the Kambri Precinct.

The hierarchy begins with the University's teaching requirements as the key users of the spaces during teaching hours and during semester. Outside of these times, such as in the evenings, weekends and out of semester, the spaces are available to a variety of opportunities including conferences, seminars, presentations, live music and other entertainment.

2.0 EVENT SPONSOR

All events hosted within the Kambri Precinct must have an ANU affiliated event sponsor. An ANU affiliated entity in this instance refers to ANU academic and residential colleges, schools and departments, student associations or the Kambri Precinct Managers. The event sponsor:

- must demonstrate the required standard of accountability for nominating the event for approval; and
- should ensure that the sponsored subject, event, organisation or otherwise is compatible with the University's goals and objectives.

3.0 HEIRARCHY OF EVENTS

The facilities within Kambri are highly flexible and can cater for a variety of events and activations. It is expected there will be significant demand from a variety of users to access the rooms and their facilities. Kambri is a dynamic multi-use precinct conceptualised and delivered with a people first approach.

The precinct incorporates a number of uses including teaching and learning spaces, retail amenities, entertainment facilities, health and fitness facilities, accommodation and other services relevant to the University's needs. The multitude of uses and vast amount of stakeholders creates a complex environment that will require considered and ongoing governance to ensure the precinct performs optimally year round.

4.0 ORGANISATIONS – ACCESS CATEGORY CLASSIFICATION

The users of the spaces have been broken into categories which are described in Table 1 below. It is important to note that the rates applicable to each category are not necessarily available for each room. In this regard, some user groups will fit into more than one category based on the type of event they are hosting, and the space they seek to host it in.

As a specific example;

Category 4 (student associations, clubs and societies), allows for a full waiver of venue hire fees. This particular fee category is only applicable to the MRTC Building 155. If those same users sought to utilise the Large Events space for a Ball/Banquet then they would either fall into the Category 3 (ANU Function) or Category 5 (Commercial Hirer) fee structure depending on the nature of the event.

A description of event type, and/or criteria for each of the categories is provided below in the table.

The Fee Schedule associated with each Category can be found in section 5.0 where a separate rate (if applicable) is prescribed for each room.

Category 1 Australian National University – Teaching

ANU Academic areas are encouraged to utilise the Kambri facilities for teaching purposes during semester. Bookings are through ANU timetabling who relay the bookings to the Kambri Precinct Management team. The Kambri Precinct Support Unit will be responsible for base room set-up, pack down and A/V connectivity within the Kambri Cultural Centre and the MRTC.

All venue hire fees are waived including base room set-up and pack-down.

Category 2 Australian National University – Priority Academic

ANU Academic areas and support departments. To be deemed an ANU academic priority event, **you must have the approval of the ANU Strategic Communications and Public Affairs (SCAPA) team or a member of the ANU Executive.** Once approved, all venue hire fees will be waived. All associated costs over and above base room set-up are to be covered by the Academic area. Base room set-up is defined as retractable seating systems in outward position and ensuring existing built in A/V is functioning. Note the base set-up does not include banquet tables or chairs. Cleaning fees and any A/V technical services will be charged as deemed necessary. Best efforts will be made to accommodate the request and advance notice is preferred.

Annual ANU programmed events, such as graduations, alumni awards, O week & Bush week activities and Vice-Chancellor's annual awards should be booked as soon as dates are set.

Each ANU area will be responsible to cover the cost of event staff, technical equipment and A/V support, catering, cleaning costs, etc.

The Kambri Precinct Support Unit will be responsible for basic room set-up and A/V connectivity for all category 2 events.

Category 3 Ticketed ANU Functions, Major Partners or Not for Profit.

This rate is for ANU run ticketed events, including for organisations that are ANU affiliated. Discounted hire rates of 20% off full commercial rates are available for the use of Kambri Cultural Centre facilities or the MRTC superfloor for ticketed functions such as banquets, balls, conferences, or any other ticketed events. The hirer will be responsible for the reduced venue hire, cost of event staff, audio visual, catering, cleaning and equipment.

These organisations “give back” to ANU students or the general community.

Eligible organisations/activities need to be assessed against the following criteria:

- activity is presented by an ANU affiliated organisation;
- the extent to which the activity has the potential to attract large audiences;
- how the discounted hire rate would enable affordable ticket prices, thus increasing the potential audience;

- the demonstrated need for the subsidy for an activity which would not otherwise occur, and;
- to a lesser extent, the benefits of performing in a professional venue.

Activities that would not normally be eligible for a discounted hire rate include activities which are commercial in nature and therefore are self-supporting through ticket sales, and non-performing arts activities.

Recognition of ANU support is provided through formal acknowledgement in programs or direct benefits to ANU students.

Category 4 Meetings - Student Associations, clubs & societies, ANU departments & colleges

Historically these organisations have received free access to Small Event spaces and meeting rooms for regular meeting, functions and activities across the ANU campus. These activities are a critical component of social interaction and life at ANU that enhances the experience for staff and students at ANU.

The Category 4 rate applies to the teaching rooms and superfloor within the MRTC building. Note bookings for the Superfloor must be for over 100 attendees to ensure the space is being used equally for all groups. For use of spaces outside of these rooms in the Kambri Cultural Centre, or for income producing events then the applicable category (Category 3) applies. Food and Beverage in the MRTC (only) can be organised through any licensed or insured company. Bookings under this category will be responsible for securing a liquor license.

Public Realm: University Avenue, The Ampitheatre, The Lane and The Lawn will continue to be complimentary to these groups to enjoy at leisure and promote student and ANU related activities. Any pop-up stands, booths with promotional or event based activities in the Public Realm must be approved through the Precinct Management team and follow the Functions on Campus procedures of ANU. This is to ensure that there are not multiple events planned in the space at the same time.

Associated Fees: Cleaning Charges are \$150 for all teaching spaces excluding the superfloor, which is \$300. These charges will apply for any events that have food and beverage or excess rubbish (or as deemed necessary if left in an untidy state). Any additional furniture set-up or A/V support outside of the existing teaching specification will be charged.

If students would like to be involved in the Friday markets produced by Forager Markets, they will need to email the organisers directly for rates. The complimentary charges are not applicable to these markets as the organisers are being charged to use University Avenue.

Category 5 Commercial Hirers

These organisations are commercial in nature and are therefore self-supporting through ticket sales or other means of income generation. Full commercial rates apply for these users.

Examples of these groups are:

- Any External Conferences for a Corporate or Government entity

- Embassies
- Weddings or Family Reunions
- TedX
- Drama production groups

These organisations will be responsible for the full cost of venue hire, event staff, production and equipment, and all other associated costs.

Category 6 – Exclusive Ticketed Live Music & Comedy

Yours & Owls are the exclusive venue booker for all live gigs and comedy shows within the Kambri Cultural Centre. This contract will be reviewed each year in May for June renewal. Income received will be dependent on the financial model and agreement with Yours & Owls.

Category 7 – Anchor Users

Key spaces within the Kambri Cultural Centre, such as the Cinema and the Drama Theatre, have been designed with particular user groups in mind. The Kambri Reference Group will factor-in these users as part of the building curation.

- ANU Film Group: Cinema

ANU Film Group (ANUFG) are the oldest film society in Australia. The film group do not pay a fee to utilise the cinema for their weekly programme of screenings, however they need to forecast the screening schedule well in advance to ensure a balanced approach to programming the facility.

If ANUFG are selling tickets for a special event outside of normal programming/membership structure, then the income is to be utilised to cover costs of operating the event. If the event is making a profit the applicable category (category 3) applies.

If any student group, ANUSA or PARSAs would like to host a movie screening for the benefit of students only, this can be arranged through the ANUFG. Any cinema booking sponsored by ANUFG will be free of venue hire charges.

- National University Theatre Society (NUTS), All ANU Hall Reviews, ANU College Reviews, etc:
Drama Theatre

All Theatre Groups, ANU Hall Reviews and ANU College Reviews will be encouraged to utilise rooms within the MRTC for rehearsals, practice and meetings that do not require props or use of the Drama Theatre itself. In the week in lead up to a scheduled show all theatre groups, hall reviews and college reviews will have access to a weekly rate and will be provided full access to the room and its facilities. The theatre groups will need to forecast the events schedule well in advance to ensure a balanced approach to programming the facility.

If the users under this category are selling tickets for events then the income is to be utilised to cover costs of operating the event, not to make a profit. In this regard, if the event is making a profit the applicable category (category 3) applies.

For all of these groups, a flat rate of \$250 (per day) or \$1000/week (7 days) will apply.

5.0 FEE SCHEDULE (EXCLUDES GST) –

	Category 1 ANU Teaching	Category 2 ANU Priority Academic	Category 3 ANU Functions, Non for Profit and Major Partners	Category 4 Student Associations, Clubs and Societies (MRTC ONLY)	Category 5 Commercial Hirers	Category 6 Exclusive Venue Booking	Category 7 Anchor Users
CULTURALCENTRE							
Manning Clark Hall							
Full Day	NIL	NIL	\$2,800.00	NA	\$3,500.00	TBC	NA
Half Day		(+ associated venue costs)	\$1,400.00		\$1,750.00		
Theatre 2							
Full Day	NIL	NIL	\$1,600.00	NA	\$2,000.00	TBC	NA
Half Day		(+ associated venue costs)	\$800.00		\$1000.00		
Cinema							
Full Day	NIL	NIL	\$1,440.00	NA	\$1,800.00	TBC	NIL
Half Day		(+ associated venue costs)	\$720.00		\$750.00		
Drama Theatre							
Full day	NIL	NIL	\$1,200.00	NA	\$1,500.00	TBC	\$250 (Daily Rate) \$1000 7X Day Rate
Half Day		(+ associated venue costs)	\$600.00		\$750.00		
Lobby & Northern Courtyard							
Full Day (unless associated as a pre-function space for another event)	NIL	NIL (+ associated venue costs)	\$1,440.00	NA	\$1,500.00	TBC	NIL
MARIE RAY TEACHING CENTRE							
0							
SUPER FLOOR							
Full Day	NIL	NIL	\$3,200.00	NIL	\$4,000.00	NA	NA
Half Day		(+ associated venue costs)	\$1,600.00		\$2,000.00		
TEACHING ROOMS							
	NIL	NIL (+associated venue costs)	\$600.00	NIL	\$750.00	NA	NA
PUBLIC REALM							
0							
University Avenue							
Full Day	NIL	NIL	\$2400.00	NIL	\$3,000.00	NA	NA
Half Day		(+associated venue costs)	\$1600.00		\$2,000.00		
Amphitheatre							
	NIL	NIL (+ associated venue costs)	\$1600.00	NIL	\$2,000.00	TBC	NA
			\$800.00		\$1,000.00		
The Lawn							
	NIL	NIL	\$800.00	NIL	\$1,000.00	NA	NA
The Lane							
		(+ associated	\$400.00	NIL	\$500.00	NA	NA

6.0 BOOKING PROCESS

1) Check Availability	In the first instance contact the Kambri Precinct Management team to check availability of a suitable venue to host an event. The Precinct Management team will provide information on availability and any special conditions that may apply – such as restricted hours for bump-in, bump-out and pricing.
2) Tentative Booking	If the space is available and any special conditions are accepted a tentative hold will be placed on the venue.
3) Functions on Campus	A <i>Functions on Campus Approval Certificate</i> will be required to secure your Kambri Booking. To receive Functions on Campus approval for your event, please complete the ANU Functions on Campus eForm application (https://services.anu.edu.au/campus-environment/venues-functions/functions-on-campus)
4) Acceptance of Event	Once Functions on Campus approve your request (where required), the Kambri Precinct Management team, where applicable, will issue a contract and deposit invoice. NOTE: Your event will not be placed on a definite hold until advised in writing by the Kambri Precinct Management team.
5) VIP	Flag any VIPs well in advance via the Functions on Campus process in addition to the Kambri Precinct Management team.

7.0 EVENT OPERATIONS

NOTE: Wiltshire + Dimas in conjunction with ANU Facilities & Services (F&S) have put together a risk management plan for each venue with site specific and ANU minimum standards combined. A Fire Safety management plan is also in place for the Kambri Culture Centre and MRTC.

8.0 CATERING

Kambri has an appointed caterer, presently Black and White, who can provide catering for any event. The relevant provisions are as follows:

MRTC Building 155 – users may engage any caterer to service an event. Users that have alcohol at the event must ensure they have the appropriate liquor licenses and insurances.

C&E - Black and White are exclusive to the Culture + Events building (the Kambri Cultural Centre).

Student-based activities that include food such as bake sales to raise money, multicultural food tastings, etc in the Public Realm (including The Lane, The Lawn, The Ampitheatre and University Avenue) must go through the Functions on Campus process and through the Precinct Management team and if approved, can self-cater.

9.0 PARKING

Parking at the Kambri Precinct is managed by Carepark. Parking is charged for all groups. For any exceptions to this rule, you will need to contact the Precinct Manager who will see approval from F&S.

There is other parking on campus and availability depends on the time of day and the time of the year.

10. POLICY REVIEW

As a new precinct, this policy, which has been through 11 drafts, will need to be further reviewed in the light of real experience in Kambri. The policy will be reviewed in October 2019.

The document will be reviewed on a six (6) monthly basis and take in to consideration feedback from all Category users collated by the Precinct Management team.