

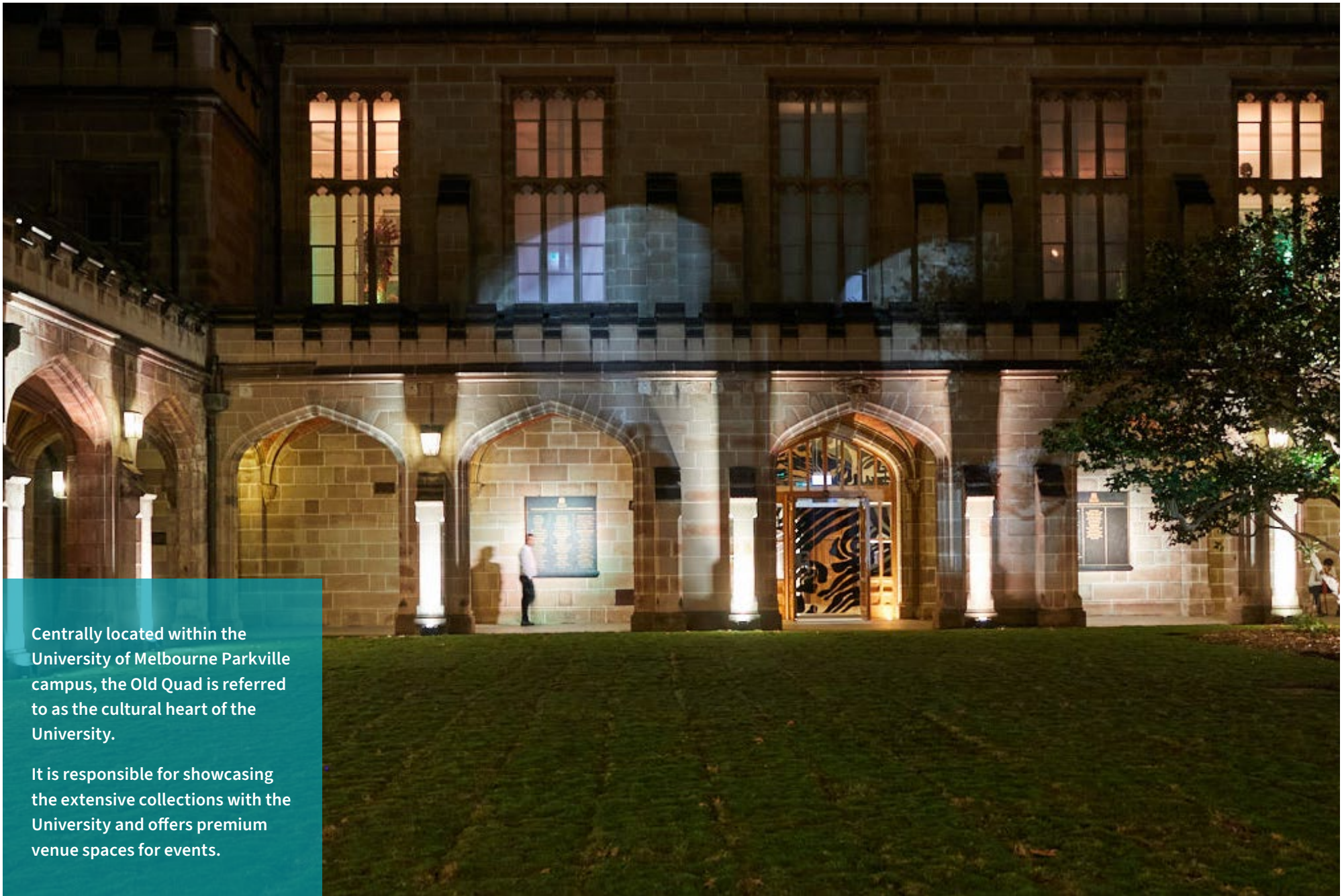


THE UNIVERSITY OF
MELBOURNE

Old Quad Venue Hire

2024 Venue Hire Information Pack
for Event Organisers





Centrally located within the University of Melbourne Parkville campus, the Old Quad is referred to as the cultural heart of the University.

It is responsible for showcasing the extensive collections with the University and offers premium venue spaces for events.

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Booking Protocols

Old Quad Events 2024



Old Quad Booking Protocols

Overview

The Old Quad offers flexible spaces which are available for events and meetings of University significance which promote the University's public profile, relate to strategic initiatives and are strongly aligned to the University's engagement strategy. The purpose of this protocol is to outline the process for space bookings and their prioritisation.

Access Priority

Events and bookings requested for the Old Quad are assessed against the below criteria;

- The event contributes to strategic alignments and initiatives of the University;
- The event raises the University's public profile and is of University significance; and
- The event meets the requirements outlined in the Old Quad Terms of Hire.

Space booking requests will be prioritised as follows;

- Events and meetings hosted by the Chancellor and/or Vice-Chancellor
- Events and meetings hosted by members of the University Executive
- Other events and meetings of University significance, at the discretion of the OVC

The Old Quad will not accept bookings from external parties unless specifically endorsed by the Chancellor or Vice Chancellor.

Fee Schedule

Venue Hire fees (which include necessary cleaning and administration) will be charged to the event organiser via an internal department transfer, using a Themis Code provided by the hirer. Venue Hire fees are non-negotiable and contribute to the maintenance and upkeep of the building and its assets. Venue Hire fees do not include event management; it is the event organisers responsibility to manage the event end-to-end, including booking the required services with University Field Services to facilitate event delivery, as well as effectively managing external suppliers and deliveries in accordance with the booking schedule and terms of hire.

Discounts

Venue Hire fees may only be waived with endorsement from the Office of the Vice Chancellor (OVC) or the Senior Leadership Team within the Museums & Collections Department. Events booked for weekends and public holidays may include surcharges to accommodate staffing penalty rates and allowances for venue support and troubleshooting outside of hours.

Booking Process

Event booking requests must be made via email to mc-events@unimelb.edu.au and will be assessed in consultation with the OVC against the Booking Criteria and Access Priorities. All UoM Faculty Booking Requests must be endorsed by a member of the University Executive, with written endorsement provided on request. The Office of the Vice Chancellor (OVC) have priority access at Old Quad. On the rare occasion that a space is required by the OVC on a date that is already booked, the event organiser will be notified and an alternative location will need to be sought.



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Bookable Spaces

Old Quad Events 2024

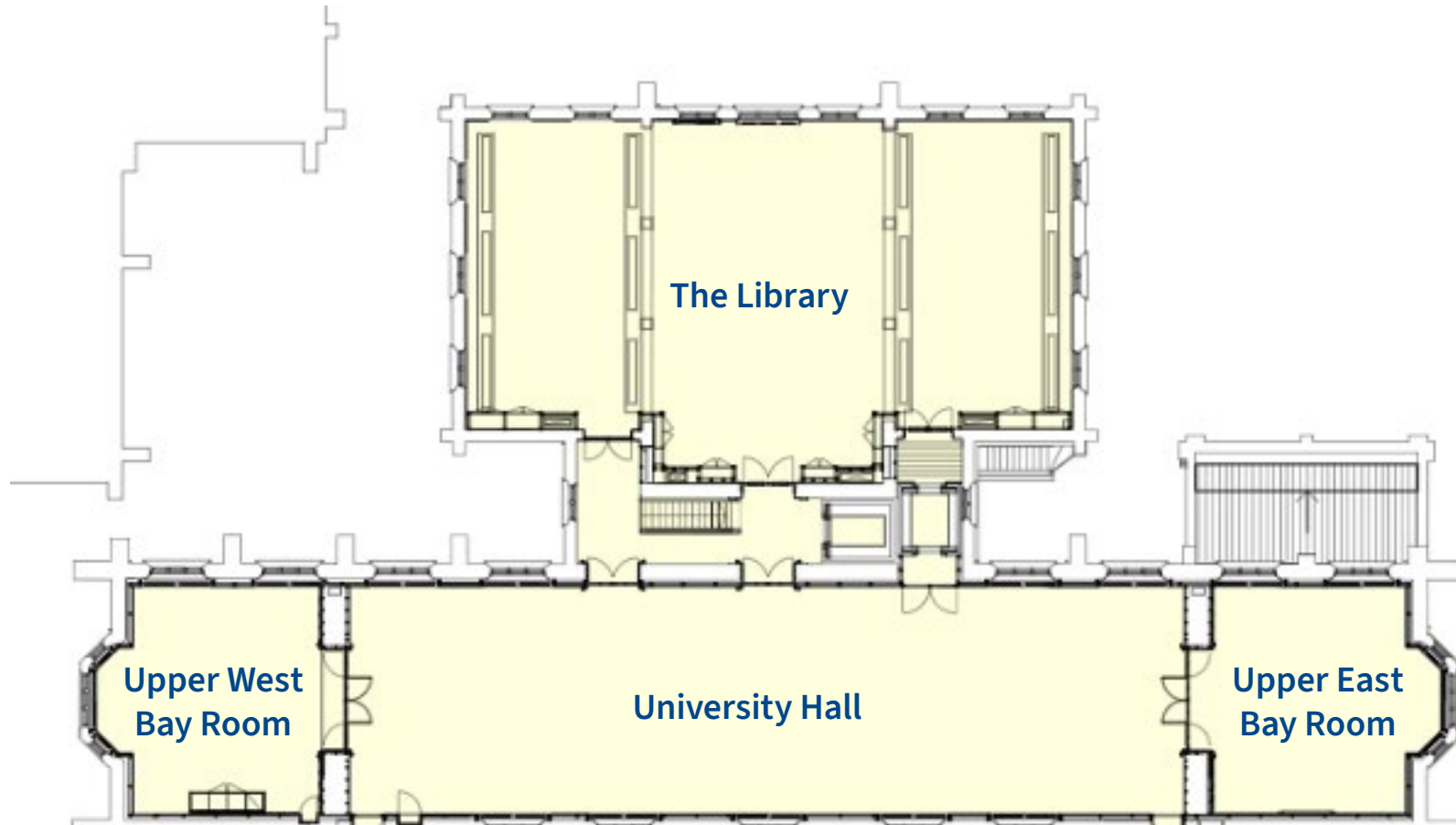
All quoted event capacity numbers are based on the layouts in the supplied Set Floor Plans. Alterations to these or other logistical circumstances may affect the approved event capacity for your event. Event capacity numbers include all attending staff and may not be exceeded. It is the Event Organiser's responsibility to ensure this by capping invitation and registration numbers appropriately, or by turning attendees away at the door once capacity is reached in the case of public events.



Building Overview – Ground Floor



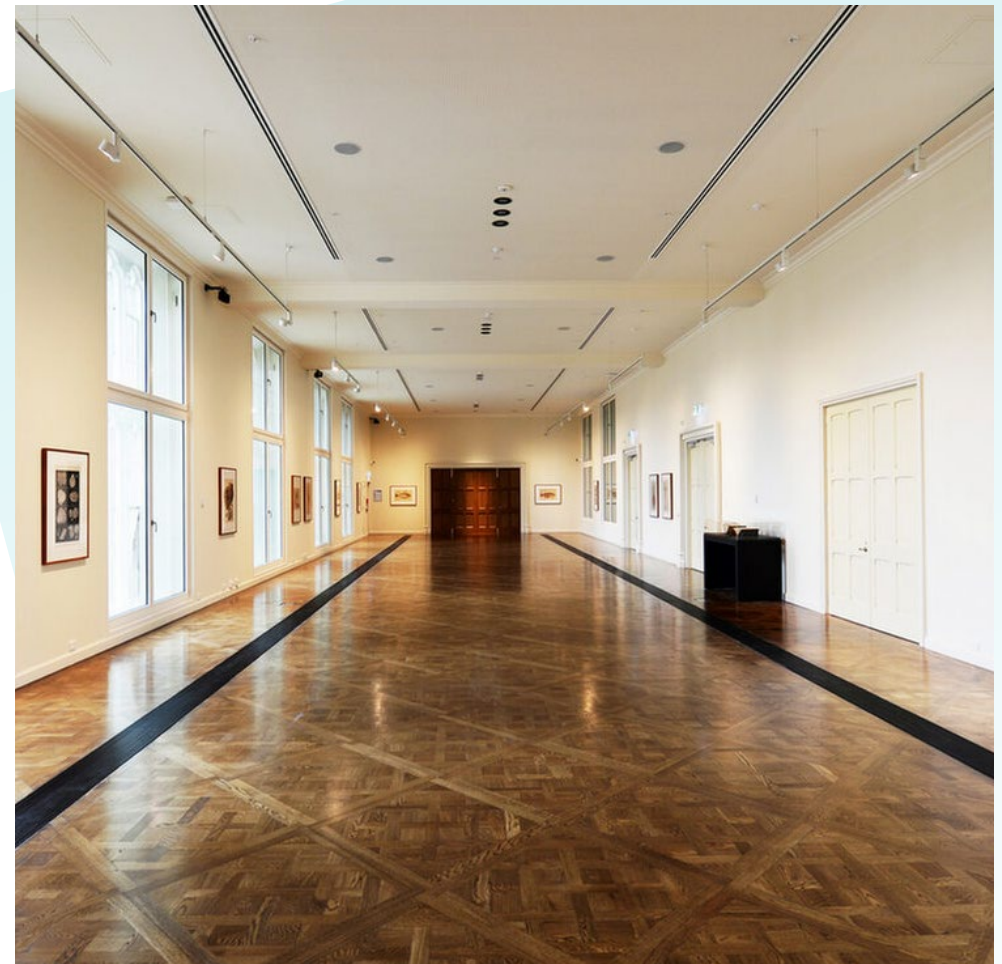
Building Overview – Level 1



University Hall

Capacity	
Cocktail	250
Symposium (Wide)	150
Symposium (Long)	190 (Obscured sight lines when at full capacity)
Dinner (Long Tables)	80
Dinner (Round / Square Tables)	80
Combined Seated & Cocktail	80

Pricing		
	Half Day	Full Day
University Hall + Foyer	\$1,100	\$1,500
University Hall + Library + Foyer	\$1,700	\$2,000



The Library

Capacity	
Cocktail	250
Symposium	90 (Sight lines are obscured if capacity is exceeded)
Large Meeting Table	32 (composite table up to 32pax)
Standard Meeting Table	20 (composite table up to 32pax)

Pricing		
	Half Day	Full Day
Library + Foyer	\$1,100	\$1,500
University Hall + Library + Foyer	\$1,700	\$2,000



The Foyer

The Foyer is located inside the North Entrance to the building and is the outside-hours guest thoroughfare up to the Library and University Hall.

The Foyer can be used as a cocktail space, for pre-dinner arrival drinks, or for guest arrival and registration.

Capacity

Cocktail	250
----------	-----

Pricing

	Half Day	Full Day
Foyer	\$750	\$850



Treasury

The ground floor Treasury is a permanent exhibition space to showcase curated University collections and contemporary artwork commissions.

During public opening hours, Treasury provides an impressive arrival point with direct access from the central courtyard to the Level 1 spaces.

Exhibition viewings and tours are also available to event hirers and charged on a case-by-case basis pending the nature of the experience. To arrange an exhibition viewing, speak to the Museums & Collections Bookings Officer. Exhibition viewings outside of opening hours are subject to the availability of front-of-house gallery attendants and will incur additional charges.

For current opening hours, refer to page 18, or check the Old Quad website - about.unimelb.edu.au/old-quad.

Capacity

Exhibition Viewing	100
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Pricing

Exhibition Experience	Price available on request
-----------------------	----------------------------



The Bay Rooms

The Bay Rooms are primarily available for meetings. They may be booked as standalone spaces, or alongside an event booking in the Library or University Hall for back of house or additional storage purposes. Please note that the room configuration is static and cannot be altered, and any damage to the highly valuable heritage furniture in those rooms incurs an additional fee to the hirer, as determined by the Museums & Collections Events Team and/or Director, Operations.

Level 1			
West Bay Room		East Bay Room	
8pax		16pax	
Meeting Room		Meeting Room	
Half Day	\$500	Half Day	\$500
Full Day	\$800	Full Day	\$800



Upper East Bay Room



Upper West Bay Room



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Booking Process

Old Quad Events 2024



Roles and Responsibilities

M&C Events Team

- Manage the calendar of third-party bookings
- Receive event requests and assess against the Booking Protocols and Access Priorities. (page 5)
- Facilitate site visits with event organisers and external suppliers
- Ensuring OH&S requirements are being met. This includes creating venue hire agreements, receiving risk assessments on request, approving external suppliers, organising building access outside of hours, checking off mandatory venue supervision and security requirements have been arranged
- Facilitate Access – doors, staff swipe cards
- Facilitate the booking of mandatory cleaning where necessary
- Facilitate the booking of venue support staff where necessary.

Event Organiser

- Manage the event from end to end
- Booking and direct liaison with university event support services to deliver the event requirements (Event set up and support, Technical Support, Security)
- Developing Event Risk Assessments, and ensuring all other OH&S requirements are met
- Manage University Security to mitigate risks of unauthorised patrons entering the building, as well as antisocial behaviour that could pose a risk to public and the building and its assets
- Manage external event suppliers (ie. Catering, hire equipment, floral, third-party AV) including supervision of drop off and pick up, ensuring correct entries and pathways are being used for transport of goods to event spaces
- Deliver the event from start to finish, including managing bump in and bump out within the hire period and in accordance with venue requirements.

Event Booking Process



Step 1: Submit Event Request to mc-events@unimelb.edu.au (Minimum 2 weeks lead time required)

Written endorsement by relevant member of the University Executive shared. Event is assessed against Booking protocols.



Step 2: Review and Approval

Event is confirmed by M&C Events Team. Venue Hire Agreement is generated and sent to Event Organiser by M&C Events Team. Event organiser completes VHA including provision of relevant Themis Code for charging, and returns signed agreement. Booking is confirmed in shared department calendar.



Step 3: Planning Phase

Event organiser commences planning, including booking of ancillary services such as Event Support Officer, Technical Support, Security, and any third party suppliers. (Note that any suppliers not listed in this document will require approval from M&C Events Team to work in the building.)



Step 4: Final Approval Event Planning Form

Event Planning Form is submitted to events team no later than 1 week prior to event. M&C Events Team sign off on the mandatories of bookings, including ESOs and Security. If your event does not meet the mandatories without prior approval, the M&C Department will take relevant action as required.



Step 5: Event Delivery

M&C Events Team book relevant services per the information provided in the planning form. This includes programming doors, arranging swipe access for relevant team members, and booking post-event cleaning.



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Terms of Hire

Old Quad Events 2024



Terms of Hire

Building Access and Operating Hours

Old Quad opening hours are 10.00am - 5.00pm, Monday to Friday. Standard University operating hours are 7.30am – 7.30pm, Monday to Friday.

Event bookings include a standard set-up and pack-down window of 2 hours before the event, and 1 hour after the event. If additional time is required, this request must be made in writing to the M&C Events Team and may incur additional charges.

Upon completion of the Event Planning Form, the event organiser will be granted swipe access to required parts of the building for duration of the booking. It is the responsibility of the event organiser to ensure they are personally present to manage all event suppliers and deliveries within the booking timeframe. Deliveries cannot be received outside the booking time frame.

Site visits can be made with the M&C Events Team at a mutually agreed date/time, during operating hours. One site visit is included in the booking fees. Additional or outside hours site visits may incur additional charges.

Payment Process

Once a booking is confirmed, the event organiser must provide a Themis Code for the venue hire fee. This fee, as well as any additional fees incurred will be transferred to Museums & Collections through an internal department transfer after the event. It is the responsibility of the event organiser to book and brief in all University ancillary services, such as security, event set up, onsite event support, and/or technical support.

Access and Security

Where exterior building doors are required to be open for guest arrival/exit beyond standard public opening hours of 10.00am - 5.00pm, Monday to Friday, a dedicated University representative is required to supervise each active entrance. University Security can be booked to support this requirement.

An event security guard is mandatory for events where alcohol is being served and where any part of the event occurs outside of University Operating Hours 7.30am-7.30pm.

The event organiser must be present until the last guests have left. Event organisers retain full responsibility for the security of the building throughout their event. Please see the Ancillary Services Section on page 16 for instructions on how to book UoM Security Guards.

Catering and Alcohol

The Event Organiser is responsible for coordinating catering requirements according to the list of authorised University suppliers, or other suppliers as approved by the M&C Events Team.

Please note that event caterers are required to take all catering waste and recycling away at the conclusion of the event.

For events where alcohol is served, event organisers must warrant that the event is consistent with the University's Alcohol Policy and must provide evidence of the caterers Liquor Licensing documents and book event security where applicable (ie. the event falls outside of University operating hours, 7.30am - 7.30pm)

Old Quad does not have a venue liquor licence. Liquor supply within the building can only be undertaken if the catering company supplying the alcohol can provide the relevant license. Caterers are required to remove all catering-related waste at the end of the event and leave the kitchen in a clean and tidy state.

Terms of Hire

Event Coordination

It is the responsibility of the event organiser to manage the event from start to finish, including the booking of relevant University ancillary services. The event organiser should be present in person to supervise the event, manage the Field Services team, any third-party suppliers, as well as manage the guests at the event. For larger scale events, an experienced event coordinator may be outsourced through the University Central Events Team, however availability will be dependant on team resourcing and capacity.

Furniture and Equipment

Standard equipment and furniture is installed in each space, set up in a default configuration. Support with moving and installing furniture is provided by UoM Event Support Officers. Please use the editable floorplan document provided to communicate your desired event layout. Any additional equipment, signage, lighting or furniture will need to be hired and installed/de-installed by and at the expense of the hirer. The University has authorised suppliers for rental of equipment and furniture, who are authorised to work within the Old Quad. Due to the heritage requirements of the Old Quad, only authorised suppliers will be permitted. Event organisers are required to consult with the M&C Events

Team to determine suitable furniture hire companies and the logistics around installation/deinstallation.

Furniture and lighting must be returned to its original configuration at the conclusion of each event according to the booking period.

Cleaning

The M&C Events team will determine cleaning requirements and book these on the event organiser behalf. The cost of the cleaning is bundled into the venue hire fees, and will only be on-charged to the client separately if/when there are no venue hire fees being paid. The Old Quad is cleaned on a routine basis each morning. Additional pre-event cleans can be arranged on request. Post-event cleaning is a mandatory requirement for any event over 50 patrons, and/or where catering is being served. In addition to post event cleaning, for major events involving multiple days or over 200 patrons, an onsite cleaner may be required to be present during the event.

Waste Management

The hirer is responsible for collecting and removing all litter and waste at the end of the event within the booking period. Any costs relating to additional waste bins or recycling will be charged to the event organiser's provided Themis code.

There are eight University issued method bins located in Old Quad. These bins are suitable for attendee use only and any catering related waste or major waste must be managed by the catering company.

Damage to Property and Equipment

Any damage to displays, building, furniture or fixtures must be reported immediately to the M&C Events Team and arrangements made to cover associated costs to remediate damage (if applicable).

Signage

Signage and posters must not to be taped or affixed to internal or external walls or fittings in the Old Quad at any time. Any temporary signage and its placement must be communicated to the M&C Events Team for approval no later than 48 hours prior to the event. Event Organisers must warrant that the signage does not conflict with standard building compliance and is in line with the University brand guidelines. No temporary signage will be permitted for display in the Ground Floor Foyer and Treasury. There are A4 signage display holders on bollards available for use at Old Quad. Event organisers should detail the usage and placement of these on their supplied Floor Plan. For any other signage, it is the responsibility of the event organisers to arrange any signage display items.

Terms of Hire

AV and Technical Support

If use of Old Quad technical equipment such as staging, screens and microphones is required, this must be arranged by the event organiser through UoM Field Services. Service requests should include a detailed description of the event and the services required on the day/evening. Please refer to page 22 for more information on how to book these services.

Delivery and Campus Access

All deliveries associated with the event must be coordinated by the event organiser in consultation with the M&C Events Team and received/dispatched by the hirer or a representative of the hirer. Goods and services will not be accepted on behalf of others by the Museums & Collections Team.

All deliveries for events must be arranged within the hire period, unless arranged and approved by the M&C Events Team. Please note, there is no storage space available at Old Quad for the storage of event-related equipment and assets. Deliveries must *not* be transported through the northern entry. Deliveries must be transported through the Western Fire Entrance. See page 26.

Parking and campus access must be coordinated by the event organiser directly with the Transport and Parking team through University Services. Please see page 24 for information regarding supplier access and deliveries to Old Quad.

Risk Management

Event organisers must abide by the University policy for OHS and provide their Risk Management Plan to the M&C Events Team at least 1 week prior to the event. A template for this plan will be distributed upon booking. The event organiser understands that should the event fail to meet the University policy for OHS, the Museums & Collections Department retain the right to cancel the space bookings at any time.

The M&C Events Team and relevant University stakeholders must be advised of any incidents as soon as possible with the appropriate documentation submitted.

Emergency Management and First Aid

In the Risk Management Plan, the event organiser must identify the first point of contact present at the event that will be dedicated to overseeing health and safety, first aid and emergency management of the event. Event organisers and dedicated health and safety personnel must familiarise themselves with emergency evacuation diagrams, emergency contact lists and locations of first aid kits.

UoM Event Security Staff can be nominated as the dedicated First Aid Wardens at events. UoM Security is also available 24/7 for Emergency Support – 8344 6666.

Cancellation Policy

Cancellations by the event organiser must be confirmed in writing to the M&C Events Team. If written cancellation is received less than 24 hours before the date of an event, there may be costs incurred.

The Museums and Collections Department reserves the right to cancel any arrangement for the use of premises at any time for the following reasons;

- If parts of the Old Quad or associated engagement spaces are required to be closed due to maintenance; fire; or by order of any public authority, or;
- If the arrangement for the use of the premises has an unacceptable residual risk rating following a risk assessment, and measures to mitigate this risk, so far as what is reasonably practicable, have not been actioned or;
- If it might, in the opinion of the Museums & Collections Department on behalf of the University, prejudice the reputation of The University of Melbourne.
- The OVC demands use of spaces at short notice due to unforeseen circumstances.

The Museums and Collections Department cannot accept liability for any inconvenience caused by such cancellation.



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UoM Event Services

Old Quad Events 2024



UoM Event Services

Event Support Officers

Role & Responsibility

- Event set up
- Event pack down
- Onsite event support if required
- Intricate knowledge of building, can assist with troubleshooting and on the ground support in Old Quad spaces.
- First Aid / Emergency Wardens

How to Book

- Minimum 2 weeks notice required
- Book via Service Now – [Link Here](#)
- More information on how to brief Event Support requirements available on page 24.

Cleaning (ISS)

Role & Responsibility

- Pre-event cleaning
- Post-event cleaning
- Onsite cleaning during event
- Additional waste removal services, such as extra bins

How to Book

- M&C Events Team to book required post-event cleaning on behalf of the hirer.

Technical Support Officers

Role & Responsibility

- AV equipment set up
- AV equipment pack down
- Onsite technical support (Screens for presentations, microphones, lecterns, basic zoom meeting support).

How to Book

- Minimum 2 weeks notice required
- Book via Service Now – [Link Here](#)



Note: A PO number is required to book security services. All other services simply require a Themis Code.

Event Security (MSS)

Role & Responsibility

- Supervision of building and assets
- OH&S Requirement for events occurring after 7.30pm and where alcohol is being served
- Event supervision and crowd control
- First Aid / Emergency Wardens
- Covid Check-in Marshals
- ID checks
- Secure building at the end of an event

How to Book

- Minimum 3 days notice required
- Book via Service Now – [Link Here](#)

AV Equipment

	Handheld wireless microphone	Desk microphones for video conference	Camera for video conference	TV Screens	Local PC	Capacity for laptop connection via HDMI	Capacity for wireless display from personal device
GND Foyer	1	Not available	On mobile screen	2 mobile screens	Not available	Yes	Yes (on mobile screens)
GND Treasury	2	Not available	On mobile screen	8 mobile screens	Not available	Yes	Yes (on mobile screens)
GND West Bay Room	1	4 (Max 10 pax)	Yes	1	Yes	Yes	Yes
GND East Wing Room	Not available	Not available	Not available	1	Not available	Yes	Yes
L01 Library	2	8 (Max 20 pax)	On mobile screen	6 mobile screens	Yes	Yes	Yes (on mobile screens)
L01 University Hall	2	Not available	On mobile screen	8 mobile screens	Not available	Yes	Yes (on mobile screens)
L01 West Bay Room	1	4 (Max 8 pax)	Yes	1	Yes	Yes	Yes
L01 East Bay Room	1	4 (Max 12 pax)	Yes	1	Yes	Yes	Yes

For further AV and technical support of use of onsite equipment, contact Field Services and request a Technical Support Officer (TSC) - Details page 22.

For zoom/teaching support, contact Learning Environments.

For more complex zoom filming, live streaming and production, we recommend contacting our preferred third party supplier, JT Production Management. <https://www.jtproductionmanagement.com/>

University Field Services

Once your booking is confirmed by the events team, the next step is to engage University Field Services. University Field Services deploy Event Support Officers (ESO's) and Technical Support Consultants (TSC's) to support events at Old Quad. This team are trained in the operation of University building and technical facilities, and all events at Old Quad will require some support.

Specifically, ESO's and TSC's provide assistance with:

- Onsite event and building supervision during events.

*This is a mandatory service - any booking must have venue supervision throughout in order to manage and protect the building and its assets. This will form part of the pre-event checklist performed by the Events Team, and any event without an ESO booked to supervise is subject to cancellation.

- Booking and use of Old Quad furniture, including room set up and pack down using a floor plan and instructions supplied by the hirer.
- Booking and use of Old Quad AV and Technical

Equipment, as well as onsite technical support at the event as required.

These services can be requested through Service Now. Services are quoted on a case by case basis, and it is recommended that requests are submitted as early as possible to ensure availability of staff.

The link to book Field Services Support is available here: <https://shorturl.at/bjxB0>

Instructions on the booking process are available below.

1. Determine your event support requirements.

ie.

- Use of Old Quad furniture
- Room set up and pack down
- Onsite event support and supervision. *Note- venue supervision is mandatory.
- AV set up for self-managed use
- Onsite AV support



2. Submit a request through Service Now. *Instructions page 22.*

Provide a detailed description of event support required. Use the 'set floorplanner tool' linked linked below to provide a visual reference of your desired room set up, and attach this to the service request.



3. Receive and accept quote from Field Services.

Booking is accepted when written acceptance of quote is provided.

Reference the ticket number when completing the pre-event checklist for final event approval.



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Deliveries and Building Access

Old Quad Events 2024



Deliveries

Deliveries and Campus Access

The recommended access route for deliveries to Old Quad is through Tin Alley off Swanston Street. (Blue marker) Deliveries to Old Quad must be made to the northern side of the building via the West Fire Entry Door. Deliveries must be made within the booking window, with goods received by the event organiser.

The Loading Bay for delivery vehicles is located outside Raymond Priestly Building (Pink marker). The enforced parking time limit is 30 minutes and drivers may receive a fine if this is exceeded. A maximum of 2 x vehicles can be permitted at any one time, as there are only 4 loading bays and some must be kept vacant for other purposes.

On request, the steel bollards on Union Road may be lowered for closer building access (only available outside of University hours). To request access, please contact UoM Security.

A maximum of four vehicles are permitted into South Lawn Carpark – the vehicle registration numbers must be supplied to the Transport and Parking Team 24 hours prior to parking.

Support vehicles can park in the Eastern Precinct Carpark at a rate of \$17 per day.



Parking

Parking on Campus

There is no supplier vehicle parking available on campus.

Deliveries can take place from the designated Loading Bays (previous page) and then vehicles must be moved offsite to another car park.

Public Parking

Eastern Precinct Carpark

375 Cardigan St, Carlton

Monday - Sunday

6.00am – midnight

4 hours - \$12.50

All Day - \$25

Evening (after 5pm) - \$10

Royal Parade Carpark

Entry via Royal Parade, between
Genetics Lane and Medical Road,
beneath Kenneth Myer Building

Monday – Sunday

6.00am – midnight

0-4 hours - \$12.50

All Day - \$25

Evening (after 5pm) - \$10

University Square Carpark

Entry at 244 Bouverie St or
206 Berkeley St

Monday – Sunday

6.00am – midnight

0-4 hours - \$15

All Day - \$30

Evening (after 5pm) - \$10

Building Access

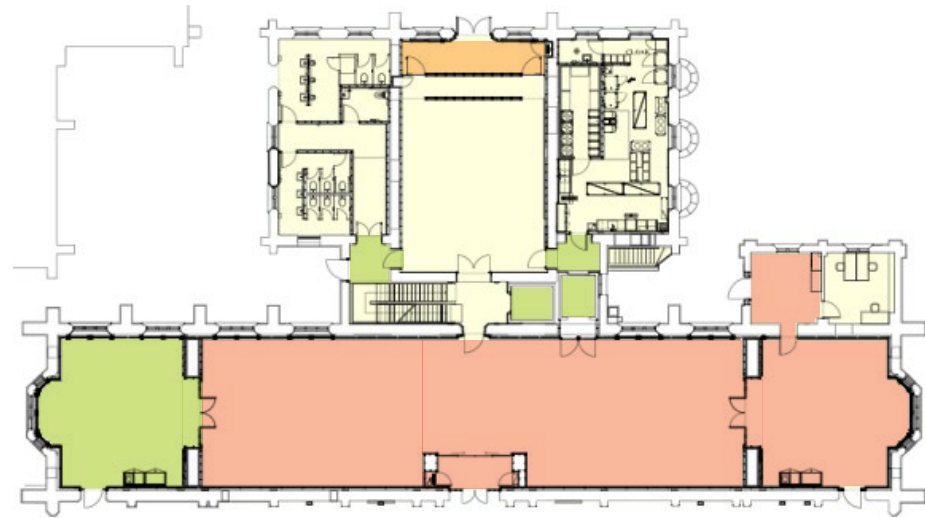
Swipe Access

The Old Quad is only accessible with swipe access. Other than the exhibition entry (South Entry to Treasury) the external doors are locked for the purpose of building security. Swipe Card access can be granted to UoM Staff Members, to facilitate movement between event spaces, and to support supplier bump in and bump out. As per Step 4 of the pre-event checklist, the Event Organiser will be asked to detail the UoM Staff Members to receive Swipe Access to the building during the booking period. This will be arranged by the M&C Events Team.

The Swipe Access is for the event spaces only – there is no access permitted through Treasury or either of the Ground Floor Bay rooms outside of hours. The diagram to the right demonstrates the areas of the building where Swipe Access is granted for events.

Contractor Swipe Cards

There are two Swipe Cards available for non-UoM users, such as suppliers like caterers that require consistent movement around the building during events. These swipe cards can be issued by the M&C Events Team and must be authorised by the Event Organiser. These cards can be issued to the hirers at the commencement of the event organiser period.



- BN150 events access control profile (5-90.29m²)
- ServiceNow Door Open Times Change request only (1-16.83m²)
- Restricted access - approval by MC Operations (4-352.74m²)
- TOTAL (10-459.86m²)



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Available Furniture Index

Old Quad Events 2024



Available Furniture Index

<p>270 x Stackable chairs (BLACK).</p> 	<p>14 x Cocktail tables (WHITE). 450 D x 1050 H mm. 1 x Accessible cocktail table. 450 D x 725 H mm.</p> 	<p>6 x individual Bollards with black ropes. <i>Availability not guaranteed. Please check with UoM Field Services as part of service request.</i></p> 
<p>90 x Tablet attachments for stackable chairs.</p> 	<p>1 x Stage stairs. <i>The stairs and stage are not wheelchair accessible. A ramp may be hired if required. Please allow adequate time for this.</i></p> 	<p>4 x Bollards with signage toppers A4 portrait, front & back, allow 3cm for border. <i>Availability not guaranteed. Please check with UoM Field Services as part of service request.</i></p> 
<p>20 x Upholstered swivel chairs.</p> 	<p>15 x Round Banquet. 8-Seater trestle tables <i>Availability not guaranteed. Please check with UoM Field Services as part of service request.</i></p> 	<p>2 x Coat racks. <i>Coat hangers are available. BYO ticketing system.</i></p> 
<p>6 x Upholstered stackable chairs. <i>Intended for stage panel use.</i></p> 	<p>1 x Lectern with double gooseneck microphone. <i>UoM logo on front panel.</i></p> 	<p>6 x Mobile TV screens. Screen size 1650 x 920 mm.</p> 
<p>15 x Composite boardroom table (WALNUT). 1600 L x 760 W x 760 H mm. <i>Various sizes and arrangements possible up to 32 ppx.</i></p> 	<p>3 x Composite stage pieces. Each unit is 1830 X 2440 mm. <i>Guard rails are available.(4 pieces pictured, but only 3 are available for use).</i></p> 	<p>2 x Handheld wireless microphones (<i>not intended for use in music performances</i>). 1 x Microphone floor stand (pic). 2 x Microphone table stands.</p> 



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Recommended Suppliers 2024

Old Quad Events 2024



Recommended Suppliers

Catering	Furniture	Flowers	Photography
Atlantic Group at Melbourne Connect Mc-catering@atlanticgroup.com.au	Harry The Hirer harrythehirer.com.au	Victoria Whitelaw Victoriawhitelaw.com.au	Imageplay imageplay.com.au
Mabu Mabu mabumabu.com.au hello@mabumabu.com.au	Social Event Hire social.au	Flowers Vasette Flowersvasette.com.au	Jacinta Keefe Jacintakeefe.com hello@jacintakeefe.com
The CateringCompany thecateringcompany.com.au	Dann Event Hire danneventhire.com.au	Babylon Flowers babylonflowers.com.au	James Henry jameshenryphotography.com.au jameshenryphotography@gmail.com
The Goodie Group goodiegroup.com eat@goodiegroup.com			



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Contact: mc-events@unimelb.edu.au

