

Events Reuse Service Request Form

If you are running an event and would like to use reusable crockery and cutlery please complete this form, in Word format, and submit to: sustainable-campus@unimelb.edu.au.

Please refer to Events Reuse Service Terms of Use for terms and conditions (download from <https://sustainablecampus.unimelb.edu.au/>).

- On completion of this form you will receive a confirmation email, with a cost estimate, which you will need to reply to with your acceptance.
- Acceptance of the cost estimate is required a minimum of 5 business days prior to the event.
- If you have any queries, please contact the Sustainability Team at sustainable-campus@unimelb.edu.au.

Bookings for events outside Union House is only available if a themis code can be provided

THEMIS Code								UMSU Code (if applicable)			
XX	XXXX	XX	XXX	XXXXXX	XXX	XX	XX	XX	XX	XXX	XXXX

Hirer contact details (for invoicing & pre-access queries):

Your name:	
Contact number:	
Email address:	
Department/ Faculty:	
Financial approver:	
Address of financial approver:	
If you do not have a themis code, please provide the following; (for events inside Union House ONLY)	
ABN	
Address	
Purchase Order number if applicable	

Event details

Name of event/activity:	
Date of event:	
Estimated # of attendees:	
Name and contact details for the responsible person present <u>during the event/activity</u> :	
Location (room number):	
Time reuse items are required:	
Time reuse items will be returned:	

Please indicate how many of each item you require:

Complete for events within Union House

Item	Quantity	Item	Quantity	Item	Quantity
Large bowls		Medium bowl 1000ml		Small bowl 500ml	
Large plate 26cm		Medium plate 23cm	Currently not available	Small plate 18cm	
Knife		Fork		Spoon	
Mug (397ml)		Mug (286ml)		Organic waste bin 18lt	

Complete for events outside Union House (AVAILABLE TO STAFF ONLY)

Item	Quantity	Item	Quantity	Item	Quantity
Bowls		Plates		Cups	
Knife		Fork		Spoon	
Mug (397ml)		Mug (286ml)		Organic waste bin 18lt	

Additional Information:

The following applies to this request:

- Requests are required to be submitted **at least 7 business days prior** to the event/activity date.
- Hiring fee – minimum \$40.
- Cleaning fee weekdays - During the day - \$35 per hour ex gst; during the evening - \$40 per day ex gst.
- Cleaning fee weekends (events within Union House ONLY, no external event bookings available over the weekend); Saturday - \$50 per hour ex gst, Sunday - \$60 per hour ex gst.
- A 4-hour minimum shift may apply (to confirm at booking).

Campus Services Administration

Estimated cost (\$ ex gst):		Details sent via ServiceNow:	
Confirmed with ISS and UoM cleaning:		Confirmed with hirer:	
Time spent packing items/admin:		Time spent cleaning items:	