Guidelines for booking and use of the Japanese Room and Terrace Garden:

The Japanese Room is a contemporary interpretation of traditional Japanese interior design, located on level four of the new Melbourne School of Design. The Japanese Room and rooftop terrace comprise a unique function space. Configured in a boardroom style, the capacity of the room (seated) is 28. The Room contains many preserved elements and furnishings from the original room in the old Architecture building, which means that functions and events in this room need to adhere to some unique policies and procedures, as outlined below.

Please understand that the MSD Events Team co-ordinates exhibitions and catered events but we are not responsible for the finer elements of any events in the Japanese Room.

The cleaning and catering of your event in the Japanese Room is the responsibility of those booking the room.

Audio visual facilities

Please note that although a ceiling mounted data projector and Bose speakers are available in the room, you will need to bring your own laptop. There is a VGA and HDMI cable available, however it is your responsibility to organize AV.

Conditions of Use

1. The Venue

   - All University facilities are “smoke free”
   - The wall decorations of the room are unique and must be preserved. No blue tack, sticky tape, signs etc. are permitted to be adhered to the walls.
   - The Shoji screens must be treated with care, and hirers must ensure nothing is fixed, splashed on, or otherwise damages the screens.
• All tables and chairs that are moved must be put back in the correct position at the completion of the function. The furniture within the room should be treated with care.
• Any damage to furniture or fixtures must be repaired at the expense of the hirer.
• Booking the Japanese Room does not automatically guarantee access to other areas, such as the Terrace garden. These areas must be booked separately.
• The doors to the terrace and the balcony must be locked after the booking has finished.

2. Catering

• If you need to access the MSD Staff Kitchen for catering purposes, this must be discussed with us at the time of the booking.
• It is the responsibility of the hirer to dispose of all waste that is a result of the function, and leave the room in the same state as it was in upon arrival. This includes wiping down tables and disposing of rubbish. **This means you will need to bring your own sponges, waste removal bags etc.**
• Should you require catering, there are preferred caterers who already work with the Melbourne School of Design and understand the requirements of our venues.
  
  The list below comprises catering companies who we have used previously and feel we can recommend.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fred &amp; Ginger Catering</td>
<td><a href="mailto:info@fredandginger.com.au">info@fredandginger.com.au</a></td>
<td>9329 7765</td>
<td>fredandginger.com.au</td>
</tr>
<tr>
<td>Dr Dax Kitchen</td>
<td><a href="mailto:info@drdaxkitchen.com.au">info@drdaxkitchen.com.au</a></td>
<td>9347 5551</td>
<td>drdaxkitchen.com.au</td>
</tr>
<tr>
<td>Mary and Steve</td>
<td><a href="mailto:kitchen@maryandsteve.com.au">kitchen@maryandsteve.com.au</a></td>
<td>9387 5471</td>
<td>maryandsteve.com.au</td>
</tr>
<tr>
<td>Simply Sensational</td>
<td><a href="mailto:info@simplysensationalcatering.com.au">info@simplysensationalcatering.com.au</a></td>
<td>9578 5100</td>
<td>Simplysensationalcatering.com.au</td>
</tr>
<tr>
<td>130 Degrees (Student Union affiliated)</td>
<td><a href="mailto:enquiries@130degrees.com.au">enquiries@130degrees.com.au</a></td>
<td>8344 6978</td>
<td>130degrees.com.au</td>
</tr>
</tbody>
</table>

• Caterers cannot under any circumstances place hot foods on the table unprotected. Caterers need to supply thick cloths or boards to protect the furniture. A trestle table is available for use, and is found in the cupboard of the Japanese Room. Should you require additional trestle tables please lodge a request with Campus Assist: [http://www.pcs.unimelb.edu.au/services_and_requests/building_services/campus_assist.html](http://www.pcs.unimelb.edu.au/services_and_requests/building_services/campus_assist.html)

• All catering and other items brought into the room must be removed at the end of your booking as bookings frequently run back-to-back. **It is not acceptable to leave food or other items for collection at a later time.**
• If alcohol is being served, you will need to complete and return the Alcohol and Risk Assessment form, found here: [https://policy.unimelb.edu.au/MPF1268](https://policy.unimelb.edu.au/MPF1268)

3. Equipment

• Any queries regarding computer and AV equipment must be directed to **Learning Environments on 8344 7064.** There may be additional charges for this service.

  8am - 6.30pm  Monday to Friday during semester
  9am - 5pm    Saturday during semester
  8.30am - 5pm  Monday to Friday during winter recess, examination period, and summer term.
4. **Costs**

- The 2015 rates for hire of the spaces are as follows:

<table>
<thead>
<tr>
<th>Venue</th>
<th>Full day</th>
<th>Half day</th>
<th>Weekend Full day</th>
<th>Weekend Half day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese Room</td>
<td>$700</td>
<td>$450</td>
<td>$1000</td>
<td>$750</td>
</tr>
<tr>
<td>Japanese Terrace</td>
<td>$500</td>
<td>$300</td>
<td>$700</td>
<td>$500</td>
</tr>
<tr>
<td>Staff Room</td>
<td>$500</td>
<td>$300</td>
<td>$700</td>
<td>$500</td>
</tr>
<tr>
<td>Japanese Room, Japanese Terrace &amp; Staff Room</td>
<td>$1,700</td>
<td>$1,050</td>
<td>$2,400</td>
<td>$1,750</td>
</tr>
</tbody>
</table>

Please note: to run a catered event, you will require all three venues. These costs do not include any additional services (see below).

5. **Booking**

Please outline the date, time, specifics of the event, and list any additional requirements as listed above in an email to msd-events@unimelb.edu.au

**Additional Services**

Please note that if it is determined that AV support, Security or Cleaning services are required for your event, additional charges will be incurred. Costs can vary, however please be mindful of these additional costs associated when decided whether to proceed with a booking at the venue.