



CHRISTCHURCH

# External room bookings

University of Otago, Christchurch  
Simulation Centre

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[simulationcentre.uoc@otago.ac.nz](mailto:simulationcentre.uoc@otago.ac.nz) | 03 364 3890

# About our facilities

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## Haere mai, Welcome

The University of Otago, Christchurch Simulation Centre (UOCSC) is a modern healthcare training facility designed to support educational activities that utilise simulation-based learning and is located just one block away from the main campus building.

The Centre is equipped to host a wide range of teaching activities with dedicated teaching spaces which aim to simulate health care environments and a range of educational equipment including models, manikins, and the human simulator SimMan3G Plus.

We welcome room booking enquiries from other organisations working in health and/or education and align with our UOC values (Respect/Integrity/Leadership/Collaboration/Social Accountability).

To chat about hiring our facilities, simply contact us. We are happy to discuss your requirements with you!

## BOOKING REQUESTS

All booking requests should be emailed to [simcentre.uoc@otago.ac.nz](mailto:simcentre.uoc@otago.ac.nz) and a booking request form completed. A confirmation email will be sent to confirm that your room(s) and date(s) are available and have been booked for you. All bookings must take place during working hours (no evening or weekend bookings).

## QUOTES FOR HIRE OF FACILITIES

A quote can be obtained before confirmation of an event.

Facilities are charged on a half day rate for up to 4 hours, or full day rate for up to 8 hours, for each room or area required. See pricing schedule which outlines the spaces for hire and associated costs which are subject to change without notice.

<https://www.otago.ac.nz/christchurch/services/simulationcentre/booking/charges-for-external-users-of-the-simulation-centre>

## TERMS OF PAYMENT

### Invoicing/payment

Once a booking is confirmed, an authorised purchase order will be required. The invoice will be sent after the event.

### Cancellation

Bookings that are cancelled without a minimum of 3 working days' notice\* may incur charges. The UOCSC reserves the right to cancel a booking at any time due to unforeseeable circumstances. Exceptions may be made for certain emergency situations.

## ROOM SET UP + AUDIO VISUAL

The hire charges for rooms include the computer and furniture available in the room. All teaching rooms include whiteboards and monitors with HDMI laptop connections (Apple users will need to bring an adaptor cable for their device) and one room is equipped with Zoom equipment. WIFI access can be provided if internet access is needed – just let us know when booking.

Set up and dismantling of rooms is the responsibility of the event organisers. Room furniture and layout is per the booking form and all additional equipment must be removed and the University furniture returned to position at the end of the event.

## HEALTH AND SAFETY

By accepting this booking, the event organisers agree to comply with health and safety procedures. The event convenors are to make themselves familiar with Health & Safety flip charts in each room, and to report any incidents that occur on university property to reception during normal working hours, and immediately, should it be a serious harm incident.

## Incident/Accident Reporting

In the event of an incident, contact your university representative immediately. If you have an incident, near miss or sustain property damage, you must report it to the University of Otago. This can be done through the department you are visiting or your university contact person. All potentially notifiable or serious incidents must be notified to the university as soon as possible, by contacting the Head of Health and Safety – 021 227 7796 or the Health and Safety Manager – 027 489 1051. Contact Campus Watch 0800 479 5000 to report serious harm incidents.

## Hazards

All hazards need to be reported to the University of Otago. The University of Otago requires you to provide a list of identified hazards or actual risks that the staff or students may be exposed to by the work undertaken by you at the University. Control measures relevant to each hazard must be supplied before the work is undertaken.

All electrical equipment brought into the University must be electrically tested and display a current electrical safety tag. Equipment that does not comply must not be used.

Emergency egress areas must be kept clear at all times.

## Emergency Procedures

In the event of an emergency occurring an alarm may be activated. Please stop whatever you are doing and leave the building immediately. Do not re-enter until the 'all clear' is given.

Fire evacuation notices and emergency procedures flip charts are displayed in all areas. Please read the notice in the area you are working and note your nearest evacuation route.

If you are chairing a meeting, teaching or hosting an event in one of our rooms, then you are responsible for ensuring the room is vacated and everyone has left via the emergency exits. Emergency Wardens will direct people out of the building from all other areas.

If an emergency situation should arise, activate the nearest alarm and phone Emergency Services (111). If you have to call the police, fire or ambulance service be aware that the call centre is likely to be in another city. Therefore, it is important that you name the building, the street name (Sofia House, Level 1, 72 Oxford Terrace, Christchurch) and the nearest intersection (Montreal Street).

The UOCSC has an AED/defibrillator located on Level 3, in the hallway by the Reception desk. In case of a medical emergency, call 111 and send someone to fetch the AED. Commence CPR while waiting for first responders to arrive.

## CATERING

Our in-house caterer is Central Park Café. They have first right of refusal for all catering requests for this campus. Please contact them directly: 03 365 0844, [hello@centralparkcafe.co.nz](mailto:hello@centralparkcafe.co.nz), [centralparkcafe.co.nz](http://centralparkcafe.co.nz).

## COPYRIGHT

The event organiser acknowledges that they are responsible for ensuring that any film, video or other materials seen or heard by persons in the premises during the period of hire may lawfully be seen or heard by those persons. This requirement covers both issues of ownership of the material and issues of the lawfulness of its content. The event organiser indemnifies the University against any claim which may be made against it in relation to such matter.

## ALCOHOL AND SMOKEFREE POLICIES

The Simulation Centre is alcohol and smoke-free.

## PARKING

The only parking available at the Simulation Centre is one disabled park which may be booked by arrangement with the Simulation Centre, although delivery vehicles may temporarily park at the main entrance.