

THE UNDERGROUND

THE LOFT

UTS Clubs Venue Booking Guide





Welcome to Our Venues

Contents

About The Underground	3
About The Loft	4
Choosing Your Booking Type	5
Club Event Subsidies	6
Minimum Spend	6
Booking Process	7
Menu and Catering	8-9
Floor Plans	10
Production and Technical Specifications	11
Get In Touch	12



About The Underground

The Underground Sydney

A unique student-focused venue located in the heart of campus.

Perfect for:

- Club socials • Networking events • Trivia nights • Live entertainment
- End-of-semester celebrations

Capacity: Up to 600

Regular trading: **Monday:** Student lunch special, 12:00pm–2:00pm

Tuesday – Friday: 12:00pm–8:00pm
Open to everyone for table and section bookings.

The Underground Club pricing

Exclusive venue hire means the venue is closed to the public and yours alone. There is no room hire fee. Instead, your club commits to a minimum spend on food and drinks.

Exclusive venue Hire: No venue hire fee

Weekdays \$1,000 minimum spend on food and drinks

Weekends \$5,000 minimum spend on food and drinks

4-hour booking minimum

Not sure which option suits your event?

Email ActivateUTS.Bookings@uts.edu.au and we will help you work it out.





About The Loft

The Loft on Broadway

A venue ideal for students looking to host professional, social and community-focused events.

Perfect for:

- Networking nights • Club celebrations • Industry panels
- Paint and sips • Sponsor events • Welcome nights

Capacity: Up to 300

Regular trading: **Tuesday – Friday:** 4:00pm–late
Open to everyone for table and section bookings.

Monday & weekends: Closed to the public.

The Loft Club pricing

Mezzanine area: Private upstairs section, bookable on its own during regular trading hours
Ideal for smaller social functions
Capacity up to 50 guests
No minimum spend on food and drinks for ActivateUTS Clubs

Exclusive venue hire: Outside of regular trading
No venue hire fee
\$3,500 minimum spend on food and drinks
4-hour booking minimum

Not sure which option suits your event?

Email ActivateUTS.Bookings@uts.edu.au and we will help you work it out.

THE LOFT

Choosing your booking type

Not every club event needs exclusive venue hire. Choose the option that best suits your event size, goals and budget.

Table bookings

Best for small groups and informal gatherings

Perfect for:

- Committee catch-ups • Executive team socials
- Post-event celebrations • Casual member meetups

Group size: Up to 20

Reserve a table during normal trading hours and enjoy the venue atmosphere without needing a dedicated event space.

The largest table at The Underground seats 16, but can add seats or group tables for more.



Section bookings

Ideal for medium-sized club events

Perfect for:

- Networking events • Semester launch events
- Member welcome nights • Club social gatherings

Group size: 20 to 60 people

Enjoy a dedicated area within the venue while remaining part of the venue's normal trading environment.

Pre-ordered catering can still be arranged for section bookings (coordinated with the Sales team). Wristbands and a bar tab can also be arranged for section bookings.

Expecting more than 60? Contact us and we will find the right fit. It may still be cheaper than exclusive hire.



Exclusive venue hire bookings

Large-scale events and special occasions

Perfect for:

- Major club celebrations • Cultural events
- End-of-semester parties • Industry networking nights • Club award nights • Ticketed social functions

Capacity: The Underground up to 600
The Loft up to 300

Reserve the entire venue exclusively for your club and guests.



Club Event Subsidies

UTS Student Participation Subsidy

Clubs can receive \$3 per UTS student attendee at eligible events through the UTS Student Participation Subsidy.

For example, 30 UTS students attending an event at The Underground earns the club \$90.

The more UTS students who attend, the more support the club receives, helping offset event expenses.

ActivateUTS Supplier Subsidy

The ActivateUTS Supplier Subsidy replaces the previous Catering Grant and Asset Grant programs.

It reduces the cost of essential club purchases by applying support directly at the point of purchase, rather than clubs paying upfront and claiming reimbursement later.

When your club books catering through an ActivateUTS venue, the subsidy is applied automatically at the point of order. There is nothing to claim back and no paperwork to submit.

Minimum Spend

Understanding minimum spend

A minimum spend is not a venue hire fee. Instead of charging for the room, clubs commit to spending a minimum amount on food and beverages for their attendees.

This means:

- No separate venue hire costs
- More value for club budgets
- Spending goes directly towards your members' experience
- Access to premium campus venues at a fraction of commercial venue rates

What this looks like in practice

Your club books a welcome night at The Underground for 60 people. The minimum spend is \$1,000.

6 pizzas at \$32 = \$192

4 platters at \$130 = \$520

Bar tab = \$288

Total spend = \$1,000. Minimum met.

50 of your guests are UTS students, so your club earns \$150 back through the UTS Student Participation Subsidy.

Net cost to your club: \$850 for a private venue, food, drinks, staff, and plug and play music.

Booking Process

Booking an event is easy. Follow the steps below to secure your venue and organise everything you need for the day.

1

Submit Your Event Application

Submit an Event Application and a completed Event Organiser Plan (EOP) **at least 10 business days before your event**. Both forms are on the ActivateUTS website.

If your preferred date is available, the Clubs team will book it in.

If the date is unavailable, the Clubs team will contact you to arrange an alternative.

This process also applies to events held in Level 3 club spaces, or anywhere else on campus, if you want catering from The Underground Kitchen.



2

Event Approval & Venue Planning

Once your event is booked: The Clubs team will approve the event on the ActivateUTS website.

Your club can then upload event content, including: Event description, images and promotional materials.

The Clubs team will also introduce your club to the Commercial Bars & Events team via email, where you can:

- Pre-order food and catering
- Arrange drinks, including bar tabs and drink tickets
- Order AV equipment
- Request venue floorplans



3

Final Orders & Payment

All catering, drinks, and AV requests must be confirmed **at least 3 business days before the event**.

If catering is not pre-ordered in time, food can still be purchased on the day from the venue counter during operating hours.

Pre-ordered catering is available at a lower price than on-the-day purchases.

The Commercial team will manage invoicing and payment through the same email chain.



Menu & Catering

Pizza (\$32 each)

Approx 20 slices per slab,
feeds around 10 people as a light meal

Gluten-free base \$1.50

Non-Club: \$35 each

Classic Margherita: vine-ripened tomato, buffalo mozzarella, fresh basil leaves & extra virgin olive oil (V)

Capricciosa: tomato, double-smoked ham, marinated artichoke, mushroom & olives

Spicy salumi & peppers: tomato, sopressa salumi, roasted capsicum & chilli flakes

Pork & fennel sausage: béchamel, mozzarella, caramelised onion & toasted fennel seeds

BBQ chicken: thyme & lemon roast chicken, roast capsicum, jalapeño & red onion

Roast pumpkin & onion: caramelised onion, whipped ricotta & pepitas (V)

Platters (\$130 each)

Serves approx 10 people

Antipasto

Grilled capsicum, eggplant, zucchini, char-grilled pumpkin, artichoke, marinated olives, beetroot hummus, baba ghanoush, cherry tomato & basil salad, toasted sourdough & crostini (V, VG, DF)

Charcuterie

A selection of Australian-made salumi, sopressa, prosciutto, double-smoked ham, marinated olives, roasted mushroom with thyme, toasted sourdough & crostini

Australian cheese selection

A selection of premium Australian cheeses, dried pears, apricots, apples, fresh grapes, quince paste & poppy seed lavosh crackers

Box Catering (\$50 each)

Mixed sandwich box, 20 pieces,
serves approx 8 people

Choice of finger sandwiches or fresh mini rolls
(gluten-free available on request)

- Free-range egg, mayo & lettuce
- Double-smoked ham, cheddar cheese & seeded mustard mayo
- Poached chicken, thyme and lemon mayo
- Smoked salmon, dill crème fraîche, pickled onion
- Marinated char-grilled vegetable, beetroot hummus & rocket wrap

Scones, Jam & Cream (V) — 15 pieces

- Freshly baked scones served with strawberry jam & whipped cream

Gluten-Free Sweet Treats (GF) — 20 pieces

- Mini friands, chocolate walnut brownie, Raspberry & lychee slice, Vegan fruit & nut slice

Seasonal Fruit (GF, DF, VG)

- A selection of freshly cut seasonal fruit

Dietary – Vegetarian (V), Gluten Free (GF), Dairy Free (DF), Vegan (VG)

Let us know about allergies when you order and we will work with you.

Menu & Catering

Ordering food on the day

If your club is unsure of numbers or what to order, food can also be ordered on the day during the venue's opening hours.

If your event is in the bars, order directly with our staff. Large orders may involve a wait, so anything over 5 pizzas is best pre-ordered.

If your event is on Level 3, the Clubhouse, Clubroom A and Clubroom B have QR codes for ordering, orders are then collected from The Underground Kitchen.

Pre-ordering food lets you guarantee it arrives at a specific time.

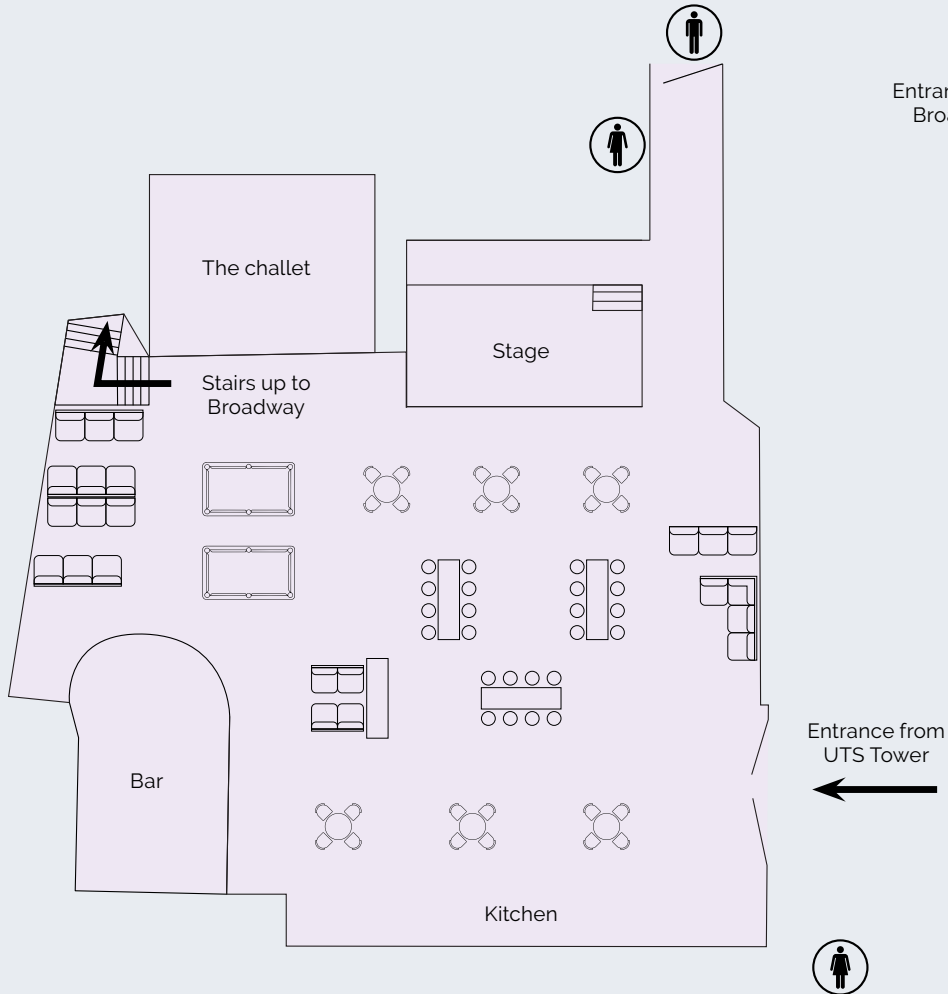
Pre-ordering gives your club access to discounted club rates, cheaper than ordering on the day.

The on-the-day menu may vary slightly from the pre-order menu.

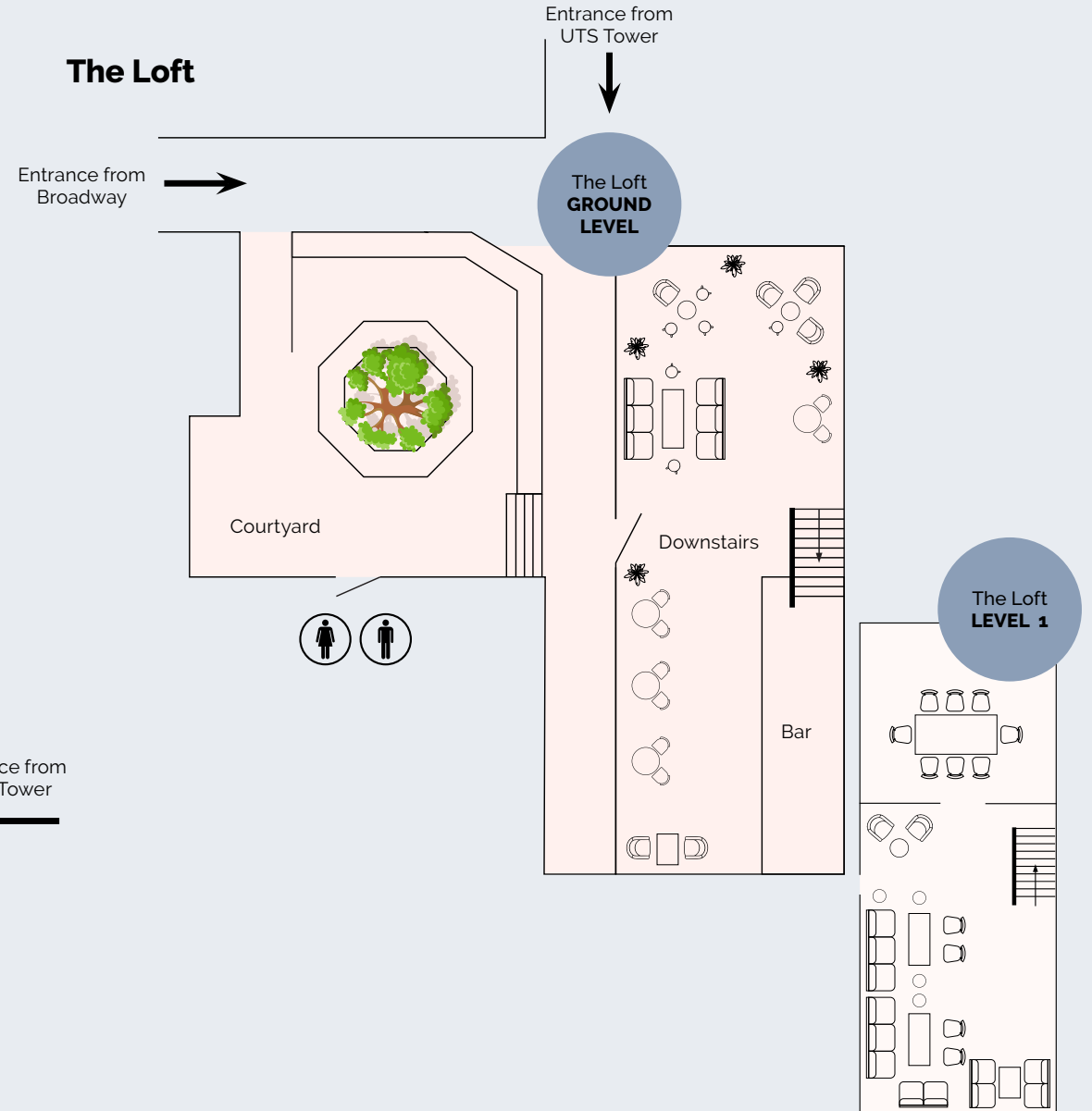


Floor plans

The Underground



The Loft



Production and Technical Specifications

The Underground Sydney

Stage: Raised stage with full front-of-house PA

Sound: Professional line-array system with sub bass

Lighting: Full rig with moving heads, LED wash

Backline: Available – confirm on enquiry

Green Room: Included with hire

Access: Subject to programming

The Loft on Broadway

Spaces: Indoor bar/stage area + outdoor courtyard + mezzanine

Stage: Flexible stage configuration

Sound: PA system – full spec on request

Lighting: Rig available – confirm requirements

Green Room: Included with hire

Access: Subject to programming



Bringing a band, DJ or your own production crew?

Email ActivateUTS.Bookings@uts.edu.au and we will send the full technical rider and connect you with our in house AV Specialist.

Get in Touch

Bookings & Food Enquiries

ActivateUTS.Bookings@uts.edu.au
We respond within 2 business days.

Club Grants, Interclub Events & L3 Spaces

clubs@activateuts.com.au

Socials

The Underground Sydney

theundergroundsydney.com.au
@theundergroundsydney

The Loft on Broadway

theloftonbroadway.com.au
@theloftbroadway

Getting here

Bus: Multiple routes along Broadway
Train: Central Station (10-minute walk)
Metered parking: Available on Thomas St

Ready to book?

Submit your Event Application through the ActivateUTS website at least 10 business days out, and we will take it from there.

Not sure where to start? Email us. We book hundreds of club events a year and we are happy to talk it through.

THE UNDERGROUND THE LOFT

