

## Samoa Campus – Room Booking Services

Building Name	Location	Capacity	AC	Tables & Chairs (T.Cloths & Chair Covers)	Boiler & Kitchenware (cups & Saucers)	Presentation equipment		Charges	
						Speaker & microphones	Projector & Screen Or Automated screen	Hourly WST\$	Daily WST\$
USP Fale (A30)	Front Lawn	100		✓				100	600
				✓	✓			120	700
				✓	✓	✓		130	800
				✓	✓	✓	✓	150	900
USP Lodge Block (A31)  Includes the use of the Kitchen	Front Lawn	20-60	✓	✓				120	700
			✓	✓	✓			130	800
			✓	✓	✓	✓		140	900
			✓	✓	✓	✓	✓	150	1000
USP Fale & Lodge Block				✓				200	1200
				✓	✓			250	1250
				✓	✓	✓	✓	300	1300
Conferencing equipment								150	1000

## Lodge Facilities for Hire – USP Samoa Campus

Explore our versatile and welcoming venues for your next event, workshop, or celebration.

### A31 Lodge Fale

#### A spacious, traditional open fale ideal for:

- Workshops & Conferences
- Weddings & Family Celebrations
- Community Events

#### Capacity & Setup Options

- Lecture Style (Chairs + Podium): Up to 100 guests
- Dinner (Round Tables): Up to 80 guests
- Workshops (Rectangular Tables): Up to 80 guests

#### Features

- Well-lit with spotlights for evening events
- Overlooks manicured lawns and the Samoa Campus entrance
- Surrounded by lush gardens

#### Booking Information

- Standard Rate Includes: Tables & chairs for up to 100 guests
- Optional Add-ons:
  - Tablecloths & chair covers

- JBL speaker system & 2 microphones
- IT equipment
- Kitchenware (hot water urn, cups, plates, juice dispensers, water coolers)
- **Hire Duration:** Hourly or daily (max 8 hours/day). Additional hours charged at hourly rate.
- **Wi-Fi:** Available with the conferencing equipment
- **Cleaning:** USP staff will be responsible for cleaning.
- **Catering:** Ask us about available catering options.
- **Security:** USP provides campus security. Additional security can be arranged with the USP Chief of Security.
- **Smoking Policy:** Strictly no smoking inside. Designated smoking areas available upon request.
- **Closing Time:** Facilities must be closed by 12:00 AM.
- **Payment:** Must be made at Finance prior to the event. Damages will be charged to the customer.

## A30 – Lodge Conferencing Centre

**A modern, air-conditioned facility perfect for:**

- Staff Retreats
- Workshops & Small Conferences
- Corporate & Board Meetings
- Cocktail Functions

### **Capacity & Setup Options**

- Lecture Style: Up to 50 guests

- Dinner/Workshop (Round or Rectangular Tables): Up to 40 guests

### Features

- Air-conditioned comfort
- Three-tier building located next to the Open Fale (A30)
- Includes a Kitchen and Mini Bar for cocktail functions

### Booking Information

- **Progressive Rates:** Based on setup and equipment needs
- **Optional Add-ons:** Conferencing and IT equipment
- **Wi-Fi:** Available with the conferencing equipment
- **Hire Duration:** Daily rate covers up to 8 hours. Additional hours charged at hourly rate.
- **Staff Assistance:** Available at extra cost, subject to availability
- **Cleaning:** USP staff will be responsible for cleaning
- **Catering:** Ask us about available catering options
- **Payment & Damages:**
  - All payments must be made at Finance prior to the event
  - **Any damages**, including broken plates or equipment, **will be charged to the guest**

 For bookings and inquiries, please contact our Operations Centre via email at: [estates\\_infrastructure@usp.ac.fj](mailto:estates_infrastructure@usp.ac.fj)

 Payments must be made prior to your event at USP Samoa Campus Finance- Receipt to be sent as proof.

 Security and safety are a priority—additional arrangements can be made upon request.