**Picture House**

**Room Booking Request Form**

This form must be completed in full, failure to do so may results in this request being denied.

Calendar Invites - the following people **MUST** be invited for **ALL** bookings in these rooms

|  |  |
| --- | --- |
| Phil Hughes pjh@aber.ac.uk & Theo Goree tcg1@aber.ac.uk  | Technical setup & Bar Needs |
| Conference Office constaff@aber.ac.uk | Catering – please email requirements |
| esastaff@aber.ac.uk | Room Layout |

Booking Deadline – 7 Days before event Date

|  |  |
| --- | --- |
| Staff Member Taking Booking |  |
| Time and Date Booking Taken |  |
| Name of Event |  |
| Name of Event Organiser |   |
| Nature / Description of Event – Activities taking place |  |
| Name of Club / Society / Internal Department |  |
| Date of Event |  |
| Time (**Start** and **End**) | Start: Finish: |
| **Access Required From** |  |
| Room Vacated By \* if after 10pm, see charges below in Bar opening times |  |
| Number of People Attending  |  |
| Name of the person booking |  |
| Email |  |
| Phone number (and mobile) |  |
| **Bookings will only be accepted by an official Students’ Union Club or Society, or a registered student at Aberystwyth University. We Will Cancel your booking if you have not supplied us with all of the information above.**  |
| **Room Layout & Requirements** |  |
| Room Layout Type (see below)  |  |
| Numbers to be set up for  |  |
| Room to be set up by (available from)  |  |
| Furniture – Other – Please SpecifyNo. of tables available, Small round 20 – seat 4 Large Round 13 – seat up to 10 Trestle tables 20  |  |



 60 People 20 People 60 People 25 people

|  |  |  |
| --- | --- | --- |
| **Bar required (from and until)****Standard Term-Time Bar Opening Times\***  Mon – Fri 11:00 until 22:00Saturday 11:00 until 22:00Sunday 12:00 until 22:00 | Please note the standard opening times. \*Outside of these there will be a service charge of £40.00 per hour to cover staff costs, payable in advance  |  |
| **Catering Requirement** | Please email conference office at constaff@aber.ac.uk |  |

**Operation of Bar or Catering outlets outside of normal operating hours are by prior agreement only.**

**Additional items**

|  |  |  |
| --- | --- | --- |
| **Equipment Requirements – Basic Setup**  | Per Event |  |
| Projector | Free  |  |
| DVD Player | Free |  |
| Provision to play music via 3.5mm (jack / iPod lead) | Free |  |

Security/ Additional Staff Costs

For any ticketed live or recorded music event in the Students’ Union, we have a legal obligation to have Security Industry Authority (SIA) registered staff present. This service is provided by an external Security Company at the rates below (November 2018) and payment must be made in advance directly to the Security Company to ensure the event goes ahead. For very large events where the bar takings exceed an average of £1k per hour for the entire duration of the event, or in exceptional other circumstances, this charge may be waived.

For all ticketed live and recorded music events

|  |  |  |
| --- | --- | --- |
| Minimum of 2 SIA staff required for any ticketed eventAdditional SIA staff required depending on numbers | Cost £27.00 per hour of the event with an additional ½ hour set up and breakdown. £13.50 per hour per person |  |
| Door sales attendant  | £10.00 per hour (if required) |  |
| Cloakroom Attendant  | £10.00 per hour – (if required)  |  |
| Room Setup After 5pm | £19.05 per hour |  |

Please note that any damage to equipment or building facilities caused during an event is at the liability of the event organizer and will be recharged accordingly on receipt of EDD invoices.