**Main Room**

**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

|  |  |
| --- | --- |
| Theo Goree tcg1@aber.ac.ukAlana Batty-Hughes alb133@aber.ac.uk | Technical setup & Bar Needs & Catering – N/A |
| facstaff@aber.ac.uk  | Room Layout |

Booking Deadline – 10 working days (mon-Fri) 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  |  |
| Date of Event |  |
| Time (**Start** and **End**) | Start: Finish: |
| **Access Required From** |  |
| Room Vacated By \* if after 11pm, 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  |  |



 200 People 80 People 120 People 40 people

|  |  |  |
| --- | --- | --- |
| **Bar required (from and until)** | Outside Normal Hours there will be a service charge per hour to cover staff costs, payable in advance  | Bar From -Bar Till - |
| **Catering Requirement** | Please email tcg1@aber.ac.uk to discuss  |  |

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

**Additional items**

|  |  |
| --- | --- |
| **Stage Units Required** | To be agreed with Theo/Alana in advance |
| Full Stage |  |
| Half Stage |  |
| Steps – 2 Available -  |  |

|  |  |
| --- | --- |
| **Equipment Requirements – Basic Setup**  |  |
| Amount of Microphones Needed (max of 3) |  |
| Location for Mic, stage end or DJ booth |  |
| Provision to play music via 3.5mm (jack / iPod lead) |  |

|  |  |
| --- | --- |
| **Equipment Requirements – Advanced** |  |
| Access to Lighting Desk and disco lights. |  |
| Specify any special requirements or leads to be provided |  |

**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 (December 2023) 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 £37.20 per hour of the event with an additional ½ hour set up and breakdown. £18.60 per hour per  |
| Room Setup After 5pm | £15.00 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.