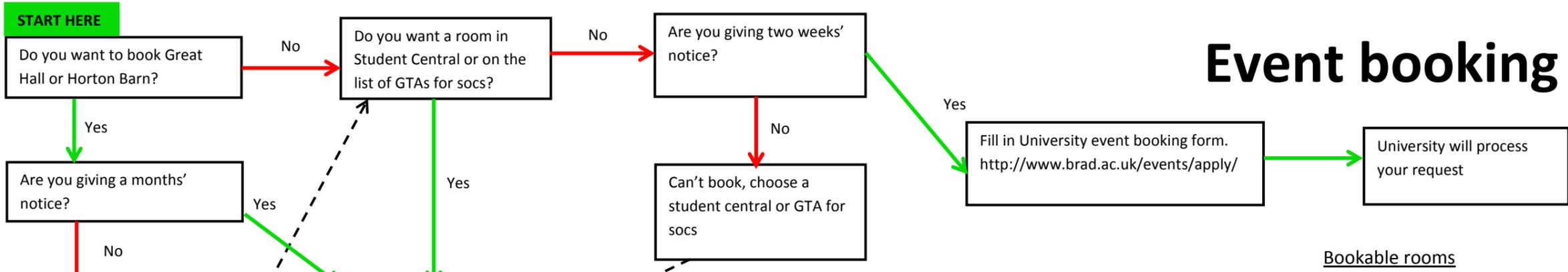


Event booking flow chart



Bookable rooms

Great Hall (Up to 800 people)
Horton Barn (399 people)

Student Central rooms

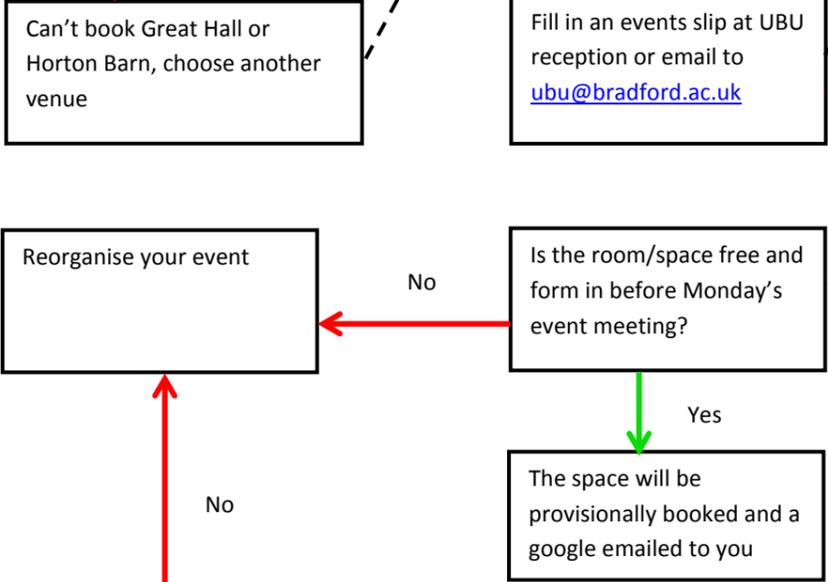
- Seminar rooms 0.44, 0.46, 0.48, 0.49 0.50 (16 – 30 people)
- Student central board room (25 people)
- Activities room (25 people)
- Student central lecture theatre SC0.51 (180 people)
- Union mall
- Exhibition space (50 people)
- Biko, Communal hall, Escape bar (100 people)
- Amp bar (200 – 500 people depend on event)

GTA (general teaching areas) for society use

- Richmond C8 (30 people)
- C9 (65 people)
- C7 (111 people)
- E59 (100 people)
- F21 (118 people)
- Phoenix
- NE0.98, NE0.99 (30 people)
- NE0.100 (110 people)

Select event type

<p><u>Publicity/Fundraising stall:</u> A table in Union Mall to fundraise for yourselves or a charity, or to promote a campaign, recruit members etc</p> <p><u>Publicity/Fundraising stall with food:</u> A table in Union Mall where you can also have approved food items</p> <p><u>Film Showing</u> Using the lecture theatre or projector to show a movie or documentary</p>	<p><u>Activity (no tech needed)</u> Events such as rehearsals, arts/crafts session, meet and greets</p> <p><u>Speaker event</u> When an external person (not student or staff) comes to speak on a topic, run a session or do any classes</p> <p><u>Entertainment event</u> Anything from a comedy night, club night, fashion show, live music show, anything with tech that doesn't fall into the other categories</p>
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Fill in all information on the google doc

<p><u>Literature:</u> Describe the literature you be providing.</p>	<p><u>Film:</u> Submit film details so we can check if it's covered by our licence</p>	<p><u>Tech:</u> What are you bringing to the event, and what do you want to be provided? There may be a charge for tech staff, which will come out of your private account</p>	<p><u>Speaker</u> If you're not in Student Central, you must apply through the University system! Provide speaker details on the google doc? Name Contact details Topic of talk Any website/videos If they'll cause media interest Each speaker must be approved separately. They cannot come onto campus if not approved</p>
<p><u>Food:</u> Will the food be provided by an external caterer and given out in union mall or amp bar?</p> <p>Yes Must complete an external catering approval form and follow the UBU hygiene policy</p>	<p>No Is the food is provided by an external catering and in a private room (e.g. seminar or communal hall)?</p> <p>Yes Fill in the details on google doc, find out hygiene rating and follow the UBU hygiene policy</p>	<p>No Is the food homemade?</p> <p>Yes Fill in the details on google doc and follow the UBU hygiene policy</p>	<p><u>Risk Assessment</u> Complete the risk assessment Great Hall/Horton Barn/University bookings have a different assessment process</p>
<p><u>Fundraising:</u> Put charity name and number onto google doc</p>	<p>Must have a letter from the charity giving the society permission to fundraise for them</p>	<p>Pay all money fundraised into society's private account. Fill in a cheque request form with copy of letter from charity for money to be sent to the charity from your society account</p>	