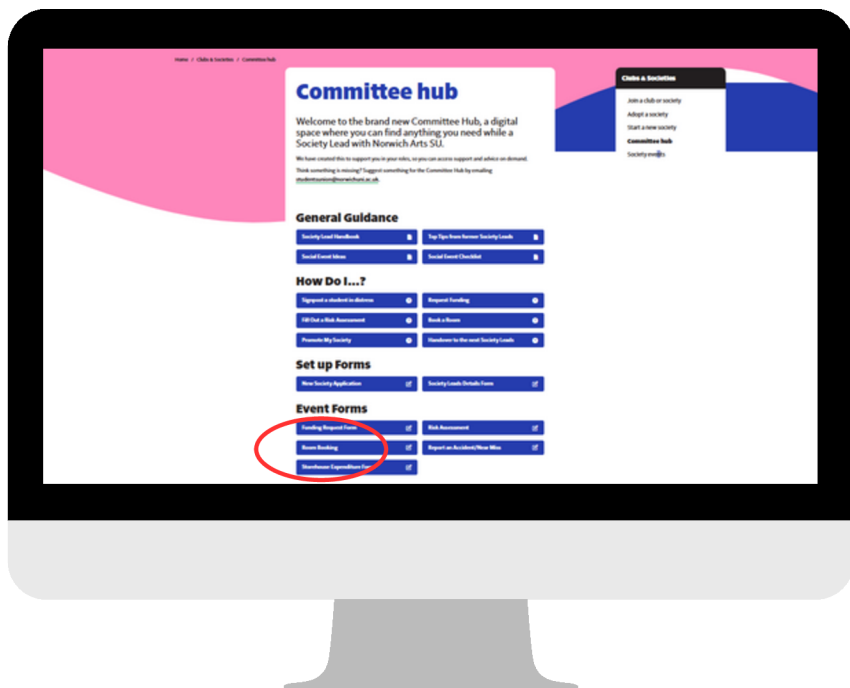


BOOKING A ROOM

You can book an on campus room through the form that can be found in the Committee Hub on the SU Website.



You will be asked for:

- The name of your society
- The nature of your event
- The first date you need the booking
- The start and finish time of your booking
- Whether it is a reoccurring booking for example if you are using the same room each week
 - If it is, please provide more information on how often it is reoccurring and until when
- Which room you are looking to book – there are some rooms we can book out and others that we need to seek permission to book out from the University. If you are requesting a technical room, your booking will take longer to process because of this.
- Any special requirements
- You will also be asked to upload your risk assessment (which is mandatory) and your funding request (which you only need to do if you need funding).

Booking a Venue

Some of your events make take place at external venues or local businesses.

If the venue requires payment (eg booking hollywood bowl or gravity) you should only complete the booking once the funding has been agreed with the SU.

It is your responsibility to book the venue unless otherwise agreed with the SU.

You should keep the SU updated on any venues you are looking to book.

Before booking your venue you should ask them if they are able to provide a risk assessment and Public Liability Insurance – if they are not then you need to find an alternative venue.

If you are unsure how to book a specific venue, speak to the SU and they can help.