

Student Event Booking Frequently Asked Questions (FAQs)

1. What is the cost of hosting a student event in a Union bar venue?

This depends on several factors including, but not limited to, the capacity, the event structure, the length of the event, the venue, and the depth of your event. Metric (our largest event space) has a £85.00 hire fee for upkeep of the venue. We will assess the costs of your event based on the details you provide through your Event Proposal Form, Risk Assessment and discussed with the venues team. Event costs will be decided on an ad-hoc basis by the Venues Team. Depending on your requirements you may pay for security, extra staff, tech and tech hire and drinks tokens. There is no minimum bar spend.

All payments will be made prior to the event via e activities, in the form of an internal charge or PO (Purchase Order) depending on the group conducting the event/ booking.

2. What date can I host my event?

The Union specifically reserves Wednesdays and Fridays for Union led events. An event can be hosted any other day providing it does not clash with a previously booked event and there is capacity for the event to go ahead.

Please note we also require 4 weeks' notice for all bookings.

3. What is the capacity of a venue?

You can find all details about each bar venue including the capacity by visiting their webpages: The Union Bar, Metric, h-Bar, Reynolds. We do not book 568 for events.

4. I need help with my risk assessment.

Have a look at our risk assessment templates, these should help and prompt you to think about the potential hazards and mitigators for several types of events. Please remember these are templates only and must be edited to assess the risks of your event. There will be many distinct aspects to each event for example, live performances and screenings, this will need to be risk assessment correctly. The activities team will provide feedback and assist with advice and guidance towards a possible approval.

5. How I book security for my event?

The venues team will book security for you based on the requirements of your event (some events do not require security). This will be organised via email. Security is charged per guard, per hour.

6. Do I need stewards for my event?

Yes, stewards are required at all events. Stewards are responsible for fire safety, building security, checking tickets, staffing the entry route to the event, safety of the attendees and any emergency situations that may arise. Below is a guide to the required numbers of stewards.

Number of Attendees – Number of Marshals/ Stewards

<100 – 2

100-250 – 3

251-500 – 4

501-750 – 5

751-1000 – 6

7. Can I organise drinks vouchers for the event?

Yes, the Events Team can organise drinks tokens for the event. Once paid in full via e activities, the vouchers will be left with the bar duty manager on the day/ night of the event. Drinks tokens are to the value of £4.00. Each token is valid for one of the following options;

A pint of Carling or Carling Cider,

A pint of Prava

A small glass of house wine

A single spirit and mixer

Or 2 soft drinks.

Vouchers are valid on the day of the event only and cannot be refunded if not used on the day of the event. For full details about drinks vouchers visit [Our Policies](#).

8. Can I supply my own food or use external caterers?

Yes, you can. If it is made aware to the Venues team and is correctly risk assessed on an approved RA. Allergen information must be displayed and documented. Correct food handling procedures must be used. For more information, please contact the Events Team, and they will guide you through the process.

9. What time can I host an event until?

You can host events up to any of the opening times stated on the website under 'Our Venues.' The Events Team will confirm the time of your event with you.

10. Can the union help advertise my event?

The Union can assist with ideas around marketing your event. There are also opportunities to work with Union depending on your event and who the event is open too. This will be decided by the Events Team on an ad hoc basis. If this is something that would benefit your event, please mention it in your initial communications with the venues team.

11. Can I have students from other universities at my event?

Yes. For this to occur, the Events team must be sent an alphabetized list of all external guests at least 48 hours before the event. This must state the first and second name, organization, or university they are associated with and email address. All external students must also adhere to our Venues 'Code of Conduct.'

12. Do I need to write a risk assessment?

Any activity not part of The Union Bars standard operating procedures will require a risk assessment. The Health & Safety Executive defines this as "every time there are new machines, substances and procedures, which could lead to new hazards". To explain further here are some common types of risk assessable activities relevant to student event bookings:

5. HAZARD SUMMARY			
Accessibility		Mechanical	
Manual Handling		Hazardous Substances	
Electrical		Noise	
Working at height		Extreme temperature	
Alcohol consumption		Controversial content	
Confined space		Crowd control	
Fire hazards		Fireworks	
Food provision		Heating & ventilation	
Hot water/liquids		Inflatables	
Lasers		Layout & traffic routes	
Lighting levels		Lighting systems	
Marquees		Other temporary structures	
Pulled muscles		Pyrotechnics	
Sanitation		Speaker/Panellist event	
Seating arrangements		Use of portable tools/equipment	
Vehicles, driving		Violence to attendees or staff	
Welfare		Work with animals	
Falling objects		Pressure/steam	
Trip hazards		Other – Please specify	
Lone Working Permitted?	Yes No	Permit-to-Work required for planned maintenance?	Yes No N/A

All risk assessments, whether produced by an external supplier or student group, will need to be submitted correctly and in detail in the risk assessment. The activities team will then review the documents to make sure they are sufficient.

13. How do I cancel my event booking?

To cancel an event, you must send a written notice, e.g., email to the Events Team, stating that you wish to do so. If cancelled within 7 days a fee may apply. If cancelled within 72 hours of the event's start time, charges will still apply, in full.

14. I have never hosted an event before and I need help?

The Union has a wide range of resources in the Training Hub to help you plan and deliver your event. You can also email the Events team at beit.events@imperial.ac.uk