

Student Event Booking

Frequently Asked Questions (FAQs)

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

Student event bookings in Union bar venues do not incur a room hire fee. Instead, they are subject to a minimum bar spend.

All minimum spends are calculated to cover the cost of staff for the event. This includes bar staff, security, stewards and a duty manager if required. These are variable costs based upon the number of hours the event runs for and how many people are estimated to be in attendance.

If the total bar sales at the event meet or surpass the minimum bar spend then there will be no charge to the student group. If the minimum bar spend is not met then the remaining amount (minimum spend minus bar take) is charged to the student groups club account via their 3 digit club code.

2. What date can I host my event?

The Union specifically reserve Thursdays and Saturdays in for these events. However, you can host an event on any day as long as it does not clash with a current booking or regular scheduled events.

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](#).

4. Can I organise drinks vouchers for the event?

Yes, the Entertainments Coordinator can issue the student event organiser drinks vouchers to give to attendees. The monetary value spent with the vouchers will be charged directly to the student groups' account and will be subtracted from the minimum spend.

For full details about drinks voucher visit [Our Policies](#).

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

Unfortunately no you cannot bring your own food or use external companies to be consumed at your event in one of The Unions bar venues. Instead, if you wish to supply food for you event please use the Beit Venues catering pack or bar menu. The Entertainments Coordinator in charge of managing student event bookings can provide you with the necessary information and contacts.

The only exception to this rule is student groups wanting to supply cultural food The Union is unable to provide e.g. Iranian. If external catering is to be brought onto the premises this must be agreed in advance with the leading licence holder, Head of Commercial Services.

6. What time can I host an event until?

You can host events up to any of the below alcohol licensed time. If you want to run an event outside of these hours a Temporary Event Notice (TEN) will need to be applied for. Each TEN needs to be applied for a minimum of 10 working days prior to the event date and costs £21. This cost will be incorporated into the minimum spend given to student event bookings.

	Beit Bars	H Bar	Reynolds
Monday	23:30	23:00	23:00
Tuesday	23:30	23:00	23:00
Wednesday	01:00	23:00	00:00
Thursday	01:00	23:00	23:00
Friday	02:00	23:00	02:00
Saturday	02:00	Closed	23:00
Sunday	22:30	Closed	22:30

7. Will there be a staff member to operate the sound and lighting system during my event?

The Union does not have an in house tech team. Only those with the competent qualifications or training undertaken in conjunction with the Union will be able to use the equipment. Bar staff will be able to set up equipment however for ongoing technical assistance throughout the event The Union recommends contacting Dram Soc by email at TechDir@DramSoc.org.

8. Can the union help advertise my event?

Yes; The Union is able to advertise a student event occurring in a bar venue that is open to all students. This is done through the co-hosting function on Facebook whereby the student event organiser, creates the Facebook event and selects co-host with the relevant bar page ([Beit Bars](#), [H Bar](#), [Reynolds](#)). Once The Union accepts this request the event becomes listed on the bars Facebook page. The Union will issue one social media post to advertise the event in the lead up to the date

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

Yes. For this to occur the Entertainments Coordinator must be sent an alphabetised list of all external guests 3 days prior to the event. This must state first and second name as well as organisation or university they are associated with.

10. 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:

- Student dance groups performing on stage
- Student bands setting up their instruments and tech
- Special effects brought in such as UV lights, confetti cannons and foam machines.
- Admissions table for door entry

All risk assessments whether produced by an external supplier or student group will need to be submitted to the Entertainments Coordinator prior to the event. The Entertainments Coordinator will then review the documents to make sure they are sufficient.

11. How do I cancel my event booking?

To cancel an event you must send a written notice, e.g. email to the Entertainments Coordinator, stating that you wish to do so. If cancelled within five working days before the date of the event, ICU reserves the right to charged 20% of the total minimum bar spend to the student group.

12. I've 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 Entertainments Coordinator direct on entertainments@imperial.ac.uk.