

## LSE STUDENTS UNION SOCIETY, CLUB AND STUDENT ROOM BOOKING GUIDELINES

### WHEN CAN ROOMS/ EVENTS BE BOOKED?

The LSE Students Union is available for bookings on weekdays, during term time. Available booking hours are:

- The Venue (basement): 9am-11pm
- The Three Tuns (only area reservations can be made): 11am-11pm
- Other bookable spaces in the SU: 9am-10pm

Any requests for bookings outside normal opening hours e.g. weekends are subject to approval by the Events Team

### HOW MUCH WILL MY EVENT COST?

The cost of your event is dependent on your requirements, please see below costs and consider these when making your event booking

#### Room Hire

Room hire is free of charge to Societies, Clubs, Students and LSE Staff

#### Event Staff

Any event past 5.30pm (not required for rehearsals) will require an Event Supervisor. This is a minimum cost of £40. Any events over 4 hours are charged an additional cost of £10 per hour e.g 6 hour event is £40 + 2 hours (£20) = £60

#### AV

Just basic AV set up Monday – Friday 9am-6pm – Free of charge

Basic AV set up and assistance and out of hours (Monday-Friday, before 9am or after 6pm) - £13-£26 per hour

Weekend, late evening and complicated events e.g. music or speaker events (full assistance) - £150

#### Catering

Cost of this is depends on order from catering form

## Bar

Open Bar - £150

Bar Tab– Minimum bar tab is £300 (a tab of £300+ means you do not need to pay a fee to open the bar, which will be staffed)

Bar vouchers - Beer / wine / single shot and mixer for £2.80 (buying £300+ vouchers means you do not need to pay a fee to open the bar, which will be staffed)

Drinks delivery – Drinks delivered to event space and laid out – the cost of this depends on what you order from the bar/catering form – for orders under £200, there is a surcharge of £50.

## HOW DO I PAY FOR MY EVENT?

### LSE SU Clubs and Societies

If you would like to pay using your LSE SU Society bank account, you must check that you have enough money to cover the costs of the event by contacting the Societies Development team

The Events Team will require confirmation that you can cover the cost of the event from the Societies Development team prior to confirming your event booking.

## WHAT EVENT SERVICES DO YOU OFFER?

### Catering

Catering can be ordered through LSE SU. You will need to complete the Catering Order form and send this to the Events Team with your Event booking form and Risk Assessment.

Your catering order must be received with a minimum of 7 working days.

### Bar

We require a minimum of 5 working days to be notified about your bar requirements

Please see bar options below:

- Open bar - opening the bar which will be staffed (£150)
- Bar tab – staffed bar with a tab (minimum tab is £300, a £300+ bar tab means you do not need to pay for the bar staff costs)
- Drink vouchers – An alternative option to a bar tab. Pre-purchase a certain number of drinks, these will be given to you by the bar staff at your event. You can then distribute the vouchers to event guests as they arrive.
- Drinks delivery – drinks will be delivered to the event space and laid out. You chose a specific time for the delivery, and order specific drinks. If you run out of drinks, you can ask for more to be delivered. For any orders under£200, there is a surcharge of £50.

## **Bar Rules and regulations**

We do not allow events to provide any drinks (alcoholic/ non- alcoholic) unless they have been bought from the LSESU bar.

Drinks must be consumed within a bar area. You cannot take alcoholic drink out of one event space and take it to another event space within the building.

For drinks that are provided from the drinks delivery service – this alcohol must be provided to event guests free of charge.

No alcohol sold in the Saw Swee Hock Student Centre can be re-sold.

Money used to pay for alcohol can't be reclaimed through event ticket prices.

## **Audio/ Visual (AV)**

AV requests must be requested when booking your event.

### **The Venue**

For all events in the LSESU Venue, an AV technician is required.

**Flat fee dedicated £150 AV technician (available Monday – Sunday)** - For complex events (e.g. panel discussions, bands/ performances), evening events (past 5pm Monday – Friday) or weekend events in the Venue

**LSE AV** – AV technicians can be hired through LSE AV. AV technician support for events is subject to availability of staff, therefore you must give as much notice as possible if you'd like an AV technician to set up/ work at your event. LSE AV cost £13-£26 per hour

**Event set up (available Monday – Friday 9am-6pm):** To set up an event, but not be present throughout the event. AV staff will set up simple AV requests, such as use of a projector or playing music from an iPod.

**Dedicated Event (available Monday – Friday 9am-6pm):** To set up an event, and be on hand throughout the event. For basic requests; like, 2 microphones, a projector and speakers.

AV available in the Venue:

Lighting

Cable mics

1 lapel mic

2 table mics

Projector

Screen

Sound from speakers

## **The 6<sup>th</sup> Floor Weston Studio**

The 6<sup>th</sup> floor Weston Studio can be set up without assistant. All event bookings need to provide their own laptop and set for events themselves. If you are unsure how to use the equipment, please book in time to practise prior to your event (the LSE SU Events Team are not available to set up for you)

You will need to collect an LSE AV box from the 3<sup>rd</sup> floor reception Monday-Friday from 9am-5pm (all equipment needs to be signed out from Reception and must be returned at the end of your event, **you will be charged for any loss or damages**)

AV available in the Studio –

Speakers

Projector

## **Furniture**

Furniture requests can be requested when you book your event, or it must be requested 10 working days before your event.

Porter furniture set up can only be arranged in the Venue.

## **The Venue**

Furniture can be set up in request layouts. But please note, in many cases, it is not possible to lay out the furniture (due to the multi-purpose use of the room), in this case furniture will be left stacked neatly at the die of the room.

*It is the responsibility of the event booking holder to move furniture into desired layouts and return furniture afterwards to how it was laid out previously, which may include neatly stacking the furniture or packing it away.*

## **6<sup>th</sup> floor Weston Studio**

For set up in the 6<sup>th</sup> floor Weston Studio, there are chairs and tables in the Studio, which you can put out yourselves for the event, you then need to clear these away after your event.

## **Additional Services**

LSE SU can provide Student Staff to assist with your events (most events at 5.30pm will need to have an Event Supervisor to ensure the smooth running of the event). Please note that if you hold an event after 5.30pm and choose not to have an Event Supervisor, there will be no one available to help with any queries.

Staff can provide:

- Cloakroom staff
- Stewards
- Setup assistance
- Waiters/ Servers

Staff is £10 per hour and will include a minimum of a four hour booking (£40)

## WHAT ARE THE EVENT SPACE SPECIFICATIONS?

### THE VENUE

#### Capacities

820 standing (including Mezzanine level)  
200-220 seated (lecture style)

#### Booking times

DAY	TIME SLOT: 9AM-5PM	TIME SLOT: 6-11PM
<b>Monday</b>	Available for bookings	Available for bookings
<b>Tuesday</b>	Available for bookings	Available for bookings
<b>Wednesday</b>	Available for bookings	AU night
<b>Thursday</b>	Friday Prayers	Saucy
<b>Saturday</b>	Available for bookings at discretion of Events Team (out-of-hours service)	Available for bookings at discretion of Events Team (out-of-hours service)
<b>Sunday</b>	Available for bookings at discretion of Events Team (out-of-hours service)	Available for bookings at discretion of Events Team (out-of-hours service)

#### Venue facilities

Bar – Yes  
Audio Visual – Yes  
Cloakroom – Yes  
Green room – Yes  
Private hire – Yes

### THE THREE TUNS

#### Capacities

250 (with furniture cleared and all standing)  
50 seated and 100 standing

#### Booking availability

Monday – Friday 11am-11pm

#### Venue facilities

Bar – Yes  
Audio Visual – Yes, speakers and projector screen  
Private hire – No (may be possible at weekends at discretion of Bar Manager)

## THE 6<sup>TH</sup> FLOOR ACTIVITIES STUDIO

### Capacities

150 standing  
80 seated lecture style

### Booking availability

Monday – Friday 8.30am-10pm

### Venue facilities

Private hire – yes  
Audio Visual – Sound and projector

## THE 6<sup>TH</sup> FLOOR WESTON CAFÉ

### Capacities

80 with café furniture

### Booking availability

Monday – Friday 5pm- 10pm

### Venue facilities

Bar- Yes (closed bar)  
Private hire – yes  
Audio Visual – speakers/ music

## THE 6<sup>TH</sup> FLOOR BAO YANG MEETING ROOM

### Capacities

12 seated meeting room

### Booking availability

Monday – Friday 9am-5pm

### Venue facilities

Private hire-yes

## PROMOTIONAL SPACES

### 1<sup>ST</sup> FLOOR (OUTSIDE THE ACTIVITIES RESOURCE CENTRE)

This promotional space is directly next to the LSESU Denning Learning Café on the 1<sup>st</sup> Floor. Because of its location, no food related promotions are allowed to take place, although food can be bought from the café and given away for free. This must be pre-arranged with the LSESU Events Team.

The space includes 10 chairs and 1 table

There is a curtain which can be drawn around the space, closing it off from the café and making the space appropriate for meetings. But please note that this does not make it entirely private, and noise will travel to and from the café.

## **PAVILION (SHEFFIELD STREET)**

The Pavilion is the space under the glass canopy outside the Saw Swee Hock Student Centre.

You can request furniture for your booking (tables and chairs).

### **Booking regulations**

Bookings in this space must remain under the glass canopy, as Sheffield Street is a public road. Music also cannot be played in this area and any bookings in this area must keep noise levels to a minimum. No doors or walkways in or out of the Saw Swee Hock Student Centre can be blocked as they are fire escapes.