



Holding an Event in the Students' Union

Information for Individuals, Clubs, Societies & Amenities



**SURREY
STUDENTS'
UNION**

Your Surrey Life

Hold your event in the Union!

Our spaces are different to the rest of the University; they're your spaces. We want you to feel at home in our venues and feel free to be yourself. As a not-for-profit charity, when you're spending time or money in the Union building, dancing in Rubix, or relaxing at Manor Park Social, you're helping us improve other areas of the Union at the same time.

This document is designed to act as an outline of the costs and basic requirements that need to be fulfilled to allow members of the Students' Union to hire out Student Union venues and to successfully run an event.



rubix

Rubix isn't just a venue; it's a key part of your university journey. Join us for unforgettable nights and create memories that will last a lifetime. Come experience the heart-pounding excitement of Rubix, and with a capacity of 1550, Rubix is your ultimate campus destination for fun, energy, and incredible experiences.



THE
BASEMENT

THE BASEMENT

Introducing "The Basement," your hidden gem beneath the vibrant heart of Rubix! Tucked away with a 250-person capacity, and an recently upgraded lighting system, The Basement boasts a unique charm and character, making it the perfect choice for a more intimate and exclusive experience.





Hari's Bar is the epitome of versatility and excitement. It's your gateway to an array of entertaining evenings, from pre-drinks to quizzes, and so much more! Hari's Bar is an inviting space with a capacity for 100 seated guests or 250 standing, offering an exceptional setting for a variety of events.



MANOR PARK

20 SOCIAL 23

Manor Park Social is the place where you can let your hair down, enjoy great company, and savour delectable food and drinks. With its relaxed and chilled vibe, it's your go-to spot for creating memorable moments. So, join us for a unique blend of style and chill at Manor Park Social - your home away from home on the Manor Park campus!



THE UNIVERSITY OF SURREY
STUDENTS UNION

THE FRONT ROOM

EST 2015
GUILDFORD, SURREY

Welcome to The Front Room, the coziest corner on campus where the past meets the present! Nestled at the bottom of the Students' Union building, on the main campus, this unique venue has a charm that's all its own. . Whether you're seeking a laid-back hangout, a place to challenge your friends to games, or a unique setting for your club or society events, The Front Room is here to accommodate you.



Hiring a Venue

We have four spaces within the Union which are bookable for events for clubs and societies. Remember all profits from bar spend goes back into making your student experience better. Additionally, all ticket money goes back to the club / soc and will be transferred to their own funds after the event. Our venues are FREE to hire as long as you meet the minimum bar tab:

Venue	Minimum Bar Spend	Capacity (people)
	£1800	1550
	£650	250
	£150	100 seated 250 standing
	£500	165
	£150	250

Tickets

Your event tickets can only be sold via www.tixtu.com

You will have limited 'non-student' tickets just like all union events. Remember any guests attending the venue are a reflection of you and your event and they are your responsibility. If they cause trouble you could get barred from running future events and face disciplinary action, so everyone on their best behaviour please!

To set up your tickets please email scott.martin@surrey.ac.uk with the details below:

- o Name of event
- o Date
- o Time
- o Venue
- o Short Description (one line)
- o Long Description (full event description)
- o Most importantly please ensure your **event image** is 450 x 300 pixels in size

Ticket Price(s) and how many of each:

- o Super Advance
- o Advance
- o Non-Students

Any money that you make through ticket sales will be transferred to your society/club own funds after the event, minus any costs you may have incurred.

Cancellation

If you cancel your event with less than one working days notice you are liable to pay the full bar deposit. If you cancel with less than five working days you are liable to pay £50. If you cancel before five working days there will be no charge.



Using the Space for Other Events or Purposes

Hiring a venue for events which do not require the bar being open are free, depending on the nature of the event and how many people will be attending and the finish times. Events will be considered on a case to case basis, but security and / or a Duty Manager may be required. You can also use any of the spaces for rehearsals, meetings etc. Contact Scott Martin to book a venue – scott.martin@surrey.ac.uk





Frequently Asked Questions

Who can hire Rubix or the Basement?

Any society or club. Only a signatory can make the booking, but they must be aware that they are booking it on behalf of the whole club or society. You can hire the Basement independently. If you hire the Basement as an individual student and not through a club or society you will be personally responsible for the costs and will be asked to pay a deposit. You cannot hire Rubix as an individual for personal gain.

Do we have to clean the venues when we finish?

Although you don't have to do any cleaning, if you put up any decorations, balloons, banners, etc, then you will be expected to remove them at the end of the night. The dressing room must be left how it was found.

Posters & Stickers

Posters must only be stuck to the wall with blue tack. Stickers must not be stuck anywhere; there will be a £5 removal charge per poster stuck with tape or sticker.

Issues with Equipment

If you notice an issue or fault with the equipment, please email ussu.production@surrey.ac.uk

I want to use the DJ Booth in The Basement

Please ensure that the DJ booth is left tidy and clear of rubbish. If the DJ booth is left in a mess at the end of your event, you will be liable for a £30 cleaning fee, which will be deducted from your ticket sales. If the DJ booth is not clean and tidy before you start, please speak to the Duty Manager.

How do I use Haze in The Basement?

If you wish to use haze in your event. Please speak to the Duty Manager first. Do not turn on the haze machine.

Can we sell food?

If you want to use an outside catering company you must let us know beforehand and we must receive and approve all necessary documentation from the company.

Is there a Green Room?

The Green Room backstage in Rubix is free to use, however it must be left as it is found. If it is left untidy you will be charged £25 cleaning costs. In addition, if any equipment or the Green Room is broken through misuse, you may also be charged for repair or replacement of the damaged item (including staff costs).



Can we have drinks promotions?

It is possible to organise drinks promotions through us.

Please contact j.lackovic@surrey.ac.uk but remember this will impact on how easily you reach the bar tariff.

We wish to do the event on behalf of a charity?

It is possible to give money to charity; however this must be directed through the RAG (Raising and Giving) committee. Contact ussu.rag@surrey.ac.uk

What if I don't want to do a club night with a bar?

It is possible to use the venue for non-club nights e.g. fashion shows, games nights, dance shows etc. We would usually require these events to finish around 23:00 and if there is no bar open tariffs will not apply. However sometimes there may be an additional cost for security / duty manager if they are deemed necessary.

Are there any tables and chairs in Rubix?

There are around 200 chairs in our furniture store or we have benches available which can be used free of charge. However you must get them out and put them away yourselves.





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