

Effective from 15 November 2010

IMPERIAL COLLEGE LONDON

ICU – CLUBS, SOCIETIES AND PROJECTS

Booking Conditions

1. MAKING YOUR BOOKING

- 1.1** All bookings for the Great Hall, Queens Tower Rooms, Senior Common Room, Sheffield Concourse levels 1 and 2, Seminar and Learning Centre rooms, RSM 3.01 (after 6pm and during weekends), the Queen's Lawn and Queen's Lawn Terrace are to be made through the Conference and Events Office (Student Hub, Level 3, Sheffield Building). A booking must be made at least 2 weeks prior to the function date but not more than 3 months before. (Appendix A lists regular events which may be booked up to 12 months in advance). A maximum of 2 room bookings will be accepted each week for any one society.
- 1.2** Provided the space is free it will be available for student use. However, should the College subsequently receive a request from a higher revenue generating source, a major College event or maintenance/refurbishment works, and be unable to house the request elsewhere, you may be asked to move to another venue, to postpone your event or, in exceptional circumstances to cancel your event. In such cases, the Conference and Events Office will endeavour to give the Club, Society or Project at least 10 days notice. Any request to move, cancel or postpone a room booking will be notified to both the relevant club or society and the Deputy President (Clubs and Societies). For events that are 'ticketed', it is recognised that cancellation is likely to create financial difficulties. Relocation (and cancellation, only in extreme circumstances) for ticketed events will be instigated with a minimum of 4 weeks notice.
- 1.3**
- Once a booking request has been made and should the requested room be available, the Conference and Events Office will make a provisional booking for the Club, Society or Project. This provisional booking will be held for 3 weeks after which the booking will either be cancelled or confirmed (dependant on whether the signed booking form and purchase order are received).
 - It is the event organiser from the Club, Society or Project's responsibility to ensure that the booking form is signed and returned to the Conference and Events Office with a Purchase Order number. This must be done within 3 weeks of the provisional booking being made but no less than 2 weeks prior to the event.
 - The event organiser from the Club, Society or Project must fax/hand in the Booking Form to ICU. The form will need to be approved by the Functions

Manager, Deputy President (Finance & Services) and Deputy President (Clubs and Societies).

- The booking will only be confirmed once clearance has been given by ICU, College Security and the Fire Office, and the form is returned to the Conference and Events Office.

1.4 The student will ensure that all meetings/events which require health, safety, fire and security clearances are sanctioned by the appropriate College personnel. Assurance must be given to the Conference and Events Office that the event does comply with all College regulations. All events must have a floor plan approved by the fire office.

2. COSTS OF ROOM HIRE

2.1 Main Events

- **Great Hall** - Where - Where this area is booked a charge of £250 will apply.
- **Queens Tower Rooms** - Where this area is booked a charge of £350 will apply.
- **SCR** – This area is available for student functions subject to authorisation from the Event Coordination Manager. Where this area is booked a charge of £350 will apply.
- **RSM 301** - - Where this area is booked a charge of £350 will apply.
- If a specific room set-up or cleaning is required an additional facilities charge will be applicable.
 - There will be no additional charge for the standard dinner layout.
 - Furniture may be moved within the room by the event organisers (access to storage cupboards is prohibited) provided it is returned to it's original layout.
- **The Seminar and Learning Centre** may only be used for interviews and dressing rooms - a charge may be incurred for staffing this area.
- **Concourse Levels** – the charge for each concourse will be dependent on the usage and requirements.
- **Queen's Lawn and the Queen's Lawn Terrace (including requests for barbeques)** - the use of these facilities is subject to the written approval of the College Secretary. Applications should be made by email via the Conference and Events Office, at least 4 weeks in advance of your planned event, giving as much detail as possible. Please note that these areas are not currently licensed for the sale of alcohol. Details of available bar services are available from the Conference and Events Office.

2.2 Rehearsals

There is no room hire charge for rehearsals.

2.3 All rooms should be left as found. If it is discovered that a room has not been left clean or the furniture not re-set into its original position the society will be issued with an initial written warning and the Deputy President (Clubs and Societies) shall be notified. Should the conditions in which a room has been

left by a Club, Society or Project require staff time and costs to clean and reset, these costs will be passed on to the Club, Society or Project. Charges will be levied by the College facilities team. Following an initial warning, if this rule is broken on more than one occasion the society may face being banned from using the venue for any future events/rehearsals, in line with College Student Disciplinary Procedures.

- 2.4** Although there is no deposit required for use of rooms, Imperial College Union is responsible for ensuring all breakages or damages are resolved. The facilities charge covers costs incurred by the College in making the rooms available and returning them to the normal set-up and includes pre-event advice from the Conference and Events Office.
- 2.5** **External caterers are not permitted in any Imperial College venue** - Imperial College will not be held responsible for any circumstances or issues resulting from this.
- 2.6** Catering numbers for food and refreshments provided by Imperial College will be subject to cancellation charges. From contracted numbers catering numbers can only be reduced by up to 10% after which a full charge will be applicable.
- 2.7** Changes to final catering numbers will only be accepted up to 3 working days prior to the start date of the event after which 100% charge will apply.

3. BARS/BEVERAGES

- 3.1** The provision of own alcoholic drinks is NOT permitted in any of the venues without prior agreement with the Conference and Events Office. Please note that at events where a late bar licence has been granted, it will not be possible to provide your own alcoholic drinks. Any contravention of the aforementioned or the sale of alcoholic drinks by unauthorised persons will result in the immediate closure of the event and the Club, Society or Project being refused permission to use any catering venue in the future.
- 3.2** Minimum bar takings will be applicable on all bars – please refer to the bar price tariff.
- 3.3** A designated student organiser must be present at the event and **MUST NOT CONSUME ALCOHOL.**

The provision of a bar will be subject to approval from the Conference and Events Office. If an agreed minimum take on the bar is not achieved, the difference will be added to the invoice.

4. BAR EXTENSIONS

- 4.1** An application form for a bar extension can be made via the Conference and Events Office.
- 4.2** Please note that the maximum permitted request for an extension will be 01.30hrs.
- 4.3** Where a late licence has been granted, it is necessary for there to be a substantial food provision served, e.g. Fork Buffet. Nuts, crisps etc. do NOT constitute substantial food.

4.4 Liquor licensing regulations stipulate that all alcoholic drinks must be consumed within 20 minutes of the bar closing. In addition, College policy requires:

- all guests to vacate the building within 30 minutes of the bar closing.
- that no event should continue after 23:30 hours where there is no Bar extension.

4.5 Drinks may not be taken out of the function area at any time during or after the event.

4.6 There will be a charge of £40 to apply for a late license.

5. TICKETS

5.1 Tickets for events can be sold on the door, **only** to Imperial College students and staff (and their accompanying guests) on production of a College identity card. The maximum number of guests per IC student is 2. Tickets may be sold on the door until 23:00 hours.

6. ADVERTISING

Event advertising is only permitted in the public domain (includes social networking sites) where an event is ticketed and on the condition that it is made clear on all advertising that tickets are only available to Imperial College staff, students and their guests.

7. LICENSED EVENTS

It is imperative that the event content is discussed with the Conference and Events Office. Any performances, live music etc may require an additional license. Failure to notify the Conference and Events Office of such activities will result in the cancellation of the event regardless of how close the event is.

8. HIRING and PURCHASE OF EQUIPMENT/SERVICES

8.1 Any request should be discussed with the Conference and Events Office **at least 2 weeks in advance of the event**. Please note that there is no guarantee that equipment will be available but, if agreed, **a charge will be made**. Depending on the equipment hired, it may be compulsory to have an AV technician at your event, which will incur a charge.

8.2 Any equipment used on the day will be charged for and added onto the final invoice.

9. STEWARDS

9.1 The organiser from the Club, Society or Project must liaise directly with the ICU Functions Manager to arrange the attendance of stewards.

9.2 ICU will be responsible for providing stewards for all events in proportion to the number of attendees. Numbers have been set out by the fire office and agreed to by ICU.

9.3 Failure to provide adequate stewards, appropriate to the event, may result in the Club or Society being disqualified from using College venues in the future.

10. GENERAL

10.1 The College reserves the right to charge organisers for the planned additional cleaning or portering costs that are necessitated by the nature of the event. In such cases these costs will be notified in advance at the time of booking.

10.2 The main student organiser should be present at the event and must under no circumstances drink alcohol. This person should have been involved with the Conference and Events Office during the preparations leading up to the event, on the day and also deal with any concerns raised including that of guest conduct. Any concerns will be determined by the Duty manager who also has the authority to close down any event where he/she deems it necessary.

10.3 At the start and end of each event where a bar/catering has not been provided the student organiser must notify Security who will open the venue. When their event has ended the Student Organiser should contact security and should remain present until the premises are locked. The student Organiser will be liable for any adverse consequences of a failure to do this.

10.4 All areas hired out should be left clean and tidy with all furniture returned to its original set up. If any area is not left in this condition, and any additional charges are incurred as a result of this, the charges will be added to the final invoice. If any charges are added to the invoice, the Conferences and Events Office will notify the Club, Society or Project representative and the Deputy President (Clubs and Societies). Charges will only be added if it can be proved beyond reasonable doubt that a particular Club, Society or Project was responsible.

10.5 In the event that damage is incurred to College property as a result of a Club, Society or Project event, ICU and the Student Organiser will be notified. The College reserves the right to claim reimbursement for the full cost of repairs or replacements and associated costs in connection with restitution. Please note that serious damage or disruption could result in a Club, Society or Project being disqualified from using any of the aforementioned College venues in the future.

10.6 The service corridor is not accessible at any time.

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**APPENDIX A**

The following regular, high profile ICU annual events including dress rehearsals may be booked up to 12 months in advance;

- International Night**
- Summer Ball** (if at SK campus)
- Afro Gala**
- Malaysian Night**
- ICSM Fashion Show**
- ArtsFest Show**
- East meets West**
- Ra Ra Show- Singapore Society**
- Chinese Society Variety Show**
- Christian Union Carol Service**
- Bruneian Night**
- ICSM Drama Society**

**Choir, Orchestra and Sinfionetta rehearsals may be made up to 2 years in advance.**

*(New/other events may be afforded the same status on recommendation of the ICU President and/or Deputy President (Clubs & Societies) **and** at the discretion of the Head of Hospitality and Events.)*

**DECLARATION**

*(This declaration must be signed by the applicant).*

**I have read, understood and accept these booking conditions issued by the Conference and Events Office.**

**Name of applicant:.....**

**Signature of applicant:.....**

**Position in Club/Society/Project:.....**

**Date:.....**