



Room Bookings and Event Planning

Scan here to register your attendance:

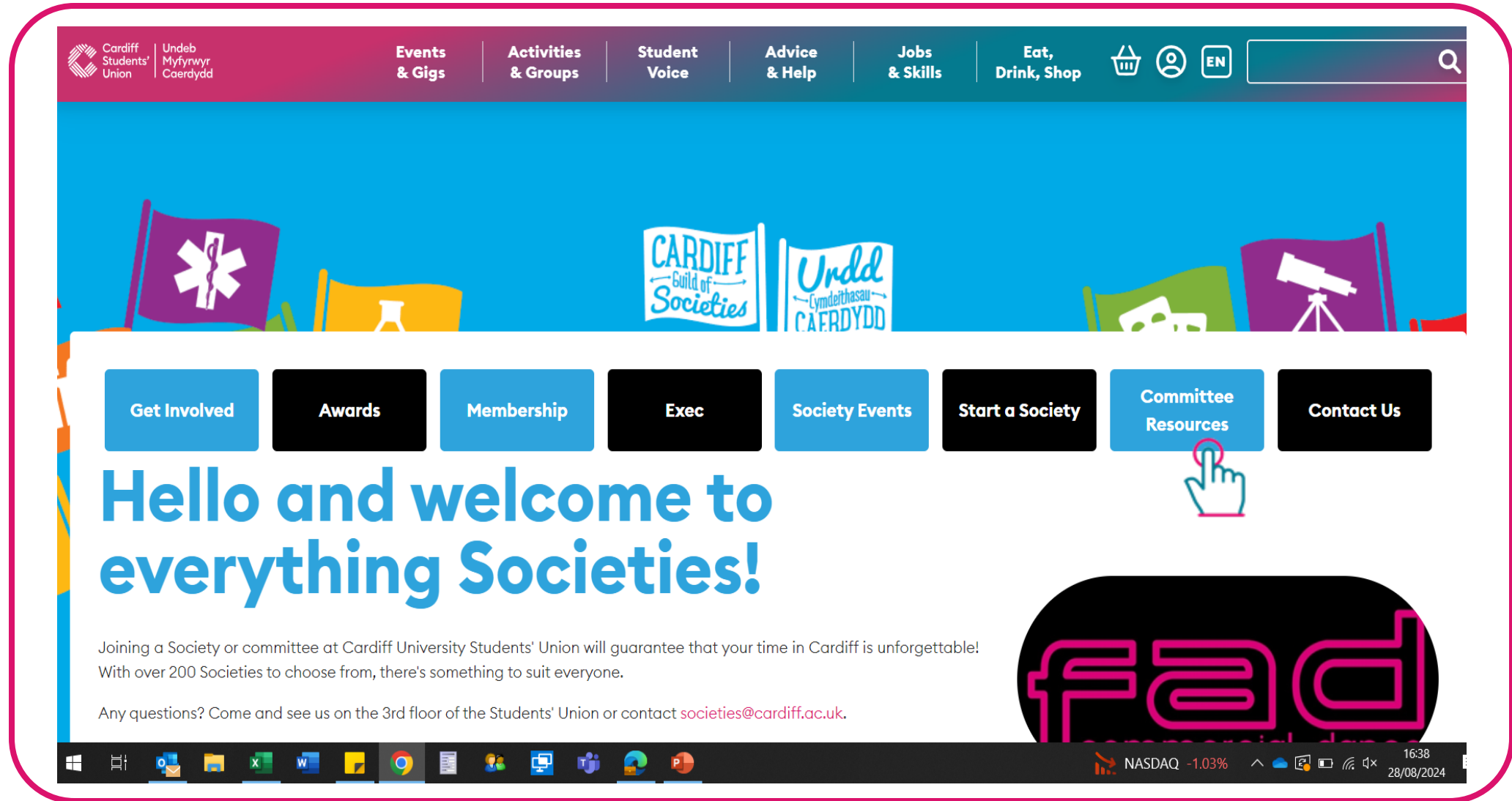




Room Bookings



SU Room Bookings



SU Room Bookings

[Events & Gigs](#)[Activities & Groups](#)[Student Voice](#)[Advice & Help](#)[Jobs & Skills](#)[Eat, Drink, Shop](#)[Get Involved](#)[Welsh Varsity](#)[Committee Resources](#)[Contact Us](#)

THE ATHLETIC UNION

Welcome to the home of student sport at Cardiff University! We facilitate 70 student-led sports clubs and offer 5000+ students the opportunity to represent Cardiff regionally, nationally and beyond.

We primarily compete in BUCS (British Universities and Colleges Sport) whilst providing opportunities to compete at other prestigious competitions and events, both indoor and outdoor sports.



UPCOMING EVENTS

Medics hockey GIAG

18th September

Talybont



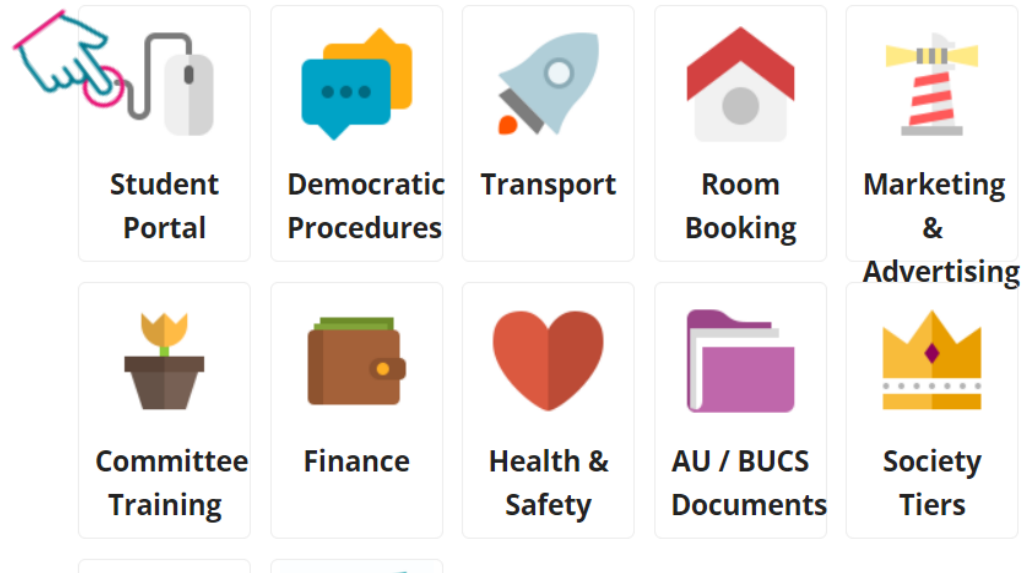
Come Along and Try! (Every Weds & Sat)

SU Room Bookings

Committee Resources

Running a Club, Society, SLS or Association can be a scary thing, and often a very daunting challenge. But fear not; support is at hand to help you manage and run successful Student Groups.

This is your online resource on everything you may need to know, from how to upload a finance request, to publicising that big event. If you do need more information, some help or just someone to chat an idea through with then please do give one of the Activities Team an email or call.



SU Room Bookings

The screenshot displays the Room Booking System interface. On the left is a dark sidebar with a 'Menu' section containing icons and labels for various system functions: Home, Service Desk, Staff Directory, Finance Requests, Handovers, Organisations, Coaches, Training, Training Admin, Tickets Admin, My Tickets, People HR, Room Booking (highlighted with a hand icon), MS Teams, Outlook, and Coach Registration. The main content area shows a calendar for May 2022, with a detailed view for Thursday 05 May 2022. The calendar grid shows time slots from 12:30 to 21:00. Various rooms are listed at the top: Meeting Room - 3A, Meeting Room - 3B, Meeting Room - 3C, Meeting Room - 3D, Meeting Room - 3E, Meeting Room - 3F, Meeting Room - 3G, Meeting Room - 3H (Was 3A), Meeting Room - 3I (Was 3B), and Meeting Room - 3J (Was 3C). Bookings are represented by colored blocks with text details. For example, in Room 3A, there is an 'SOS SESSION' from 16:30 to 17:00. In Room 3B, there is a 'Committee Meeting' from 18:00 to 19:00. In Room 3C, there is an 'Expression Workshop' from 17:00 to 18:00. In Room 3D, there is a 'Business Society' meeting from 17:30 to 18:30. In Room 3E, there is an 'Art Society' booking from 18:30 to 19:30. In Room 3F, there is a 'Student Booking' from 19:00 to 20:00. In Room 3G, there is a 'BUCS Team Entry' from 16:00 to 17:00. In Room 3H, there is a 'Staff Meeting' from 17:00 to 18:00. In Room 3I, there is a 'Staff Meeting' from 17:00 to 18:00. In Room 3J, there is a 'Staff Meeting' from 17:00 to 18:00. Some rooms are marked as 'Closed' for certain time slots.

SU Meeting Rooms

We have many meeting rooms to choose from

3A



7x7 metres with AV, mirrors
and a hard floor

3B



Boardroom with AV

3E, F & G



9x5 metres with AV, carpeted
flooring and no mirror

Capacity depends on activity

SU Studio Rooms

We have many studio spaces to choose from

3A



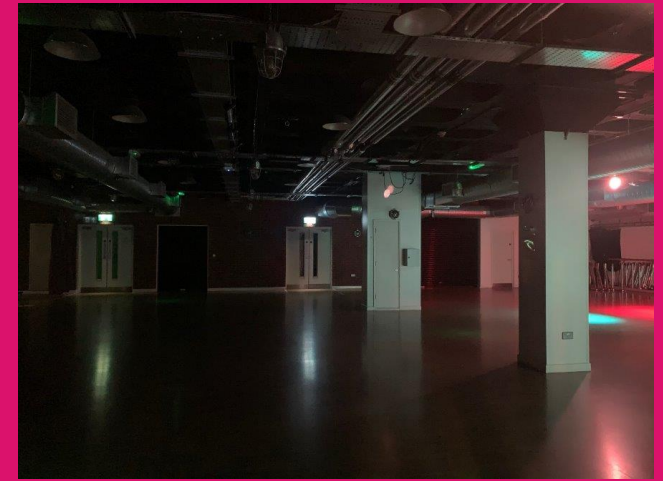
7x7 metres with AV, mirrors
and a hard floor

3C & D



Both 11x8 metres with AV,
mirrors and hard floor

Y Stiwdio



21x16 metres with mirrors
and pillars

3C/D- combined space available Wednesdays, Fridays and Weekends

SU Regular Room Bookings

Regular room bookings will be allocated on a semesterly basis. You will receive a request form before the beginning of each semester- so keep an eye on your emails!

You must complete the form before the deadline to be considered.



We will put these in the system for you.



Room bookings are allocated on a needs/requirements basis- not first come first served.



Please be as detailed and flexible as possible.



If rooms are not being used, we will remove your bookings.



If you later decide you would like regular bookings- email us!



We have over 250 groups, and a limited amount of space.

Room bookings are a privilege not a right.

SU One-Off Room Bookings

In addition to regular room bookings, you are also able to request 'one-off' bookings throughout the year.



All groups will have a booking user with their club/society@cardiff.ac.uk email address.

Email your staff contact if you need a reset password link.



You can request one-offs yourself via the room booking system.



You can only request 1 month in advance, and no later than 3 days ahead.

If you need a one-off booking outside of this, email your staff contact.



Each group is capped at 12 hours of booking time

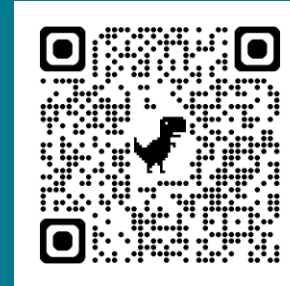
Email your staff contact if you are maxed out.



All requests are subject to approval. Keep an eye on the system to monitor this!

Performance groups: follow this process to book extra rehearsals!

University Room Bookings



Presidents and Secretaries will have access to University room bookings- please note, these are managed by the University Room Bookings Team, not the Students' Union.

www.resourcebooker.cardiff.ac.uk/

1

Read the important info before making a request- opening times and available rooms.

2

There will be costs attached to out of hours or weekend bookings.

3

If you would like an out of hours/weekend booking, email your staff contact.

4

The room is not confirmed until you receive a **confirmation email**.

For CSL booking requests, email your staff contact. You cannot request these yourself.

resourcebooker.cardiff.ac.uk

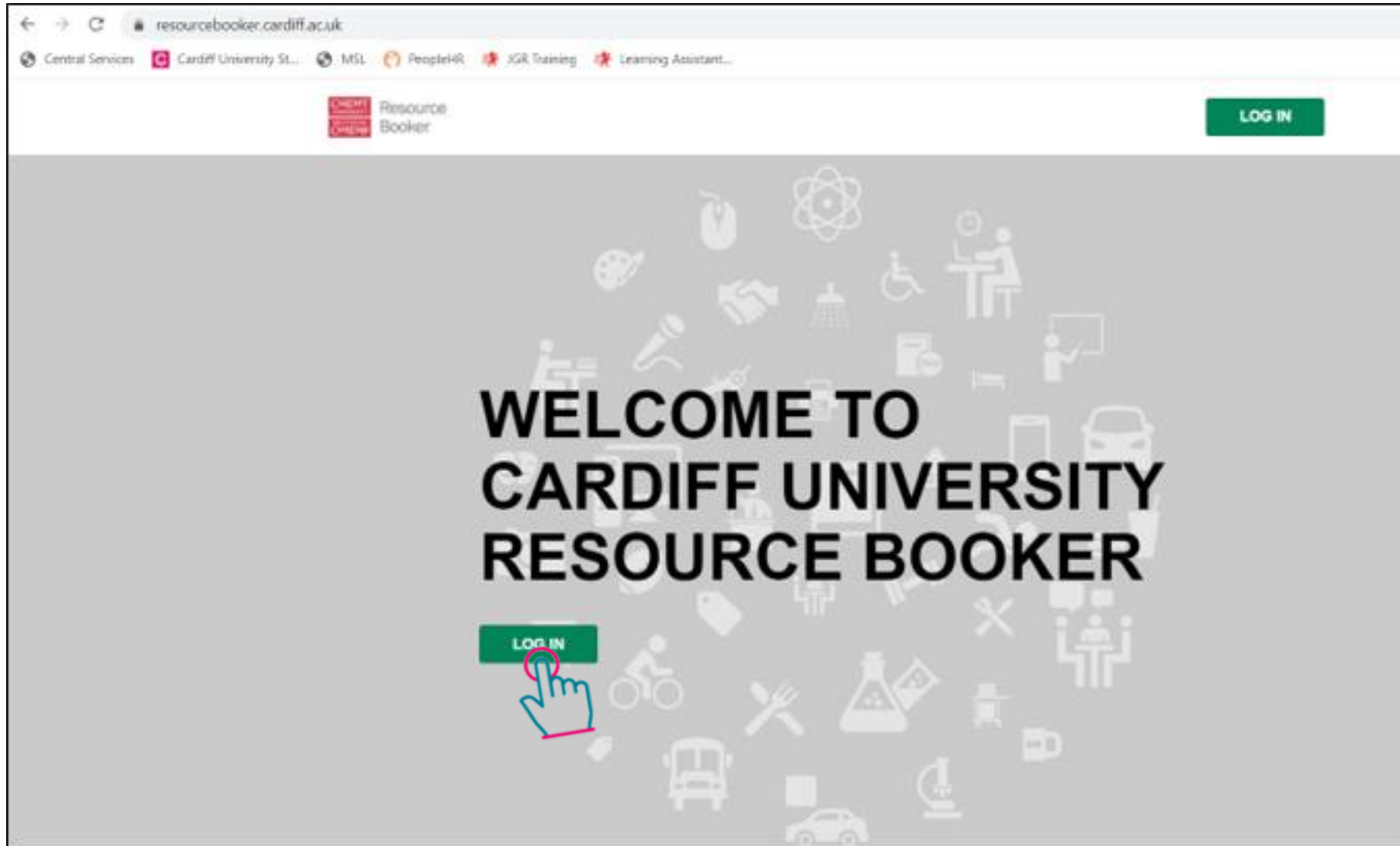
Central Services Cardiff University St... MSL PeopleHR JGR Training Learning Assistant...

Resource Booker

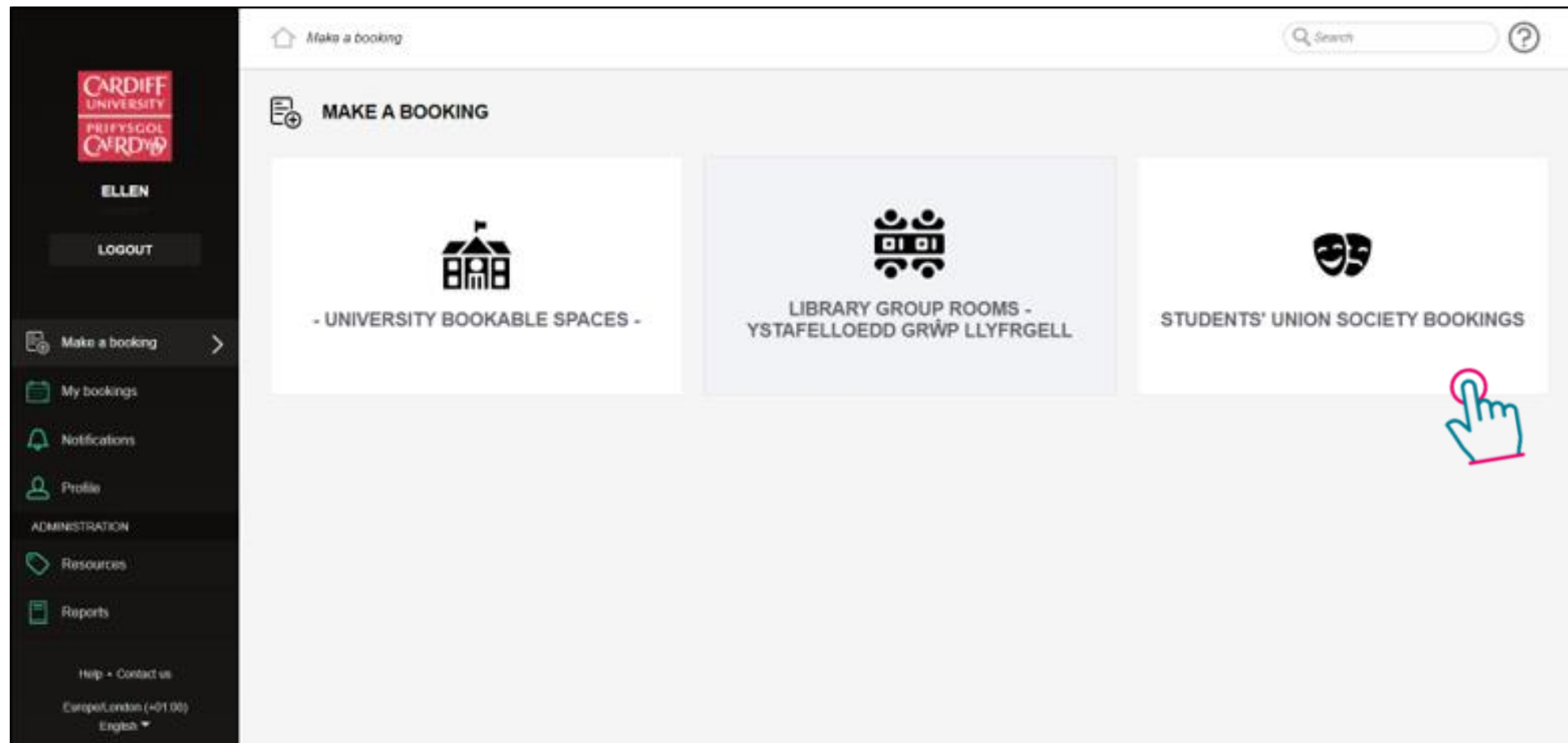
LOG IN

WELCOME TO CARDIFF UNIVERSITY RESOURCE BOOKER

LOG IN



University Room Bookings



University Room Bookings

[Home](#) [Make a booking](#) > [Students' Union Society Bookings](#)

STUDENTS' UNION SOCIETY BOOKINGS

Opening Hours – Monday to Friday

- Main Building 8:30-18:00
- Sir Martin Evans 7:30 -18:30
- Redwood 7:30 - 18:30
- John Percival 7:30 -21:00

Bookings should be made within normal booking hours. For evening bookings, these must be made in either the John Percival Building or the Centre for Student Life.

****All requests are subject to approval. You will receive an email to confirm you have submitted your request and a separate email confirming the status of your request.****

Glamorgan/CR1

①

Glamorgan/CR2

①

Glamorgan/GCC

①

John Percival/0.01

①

John Percival/0.02

①

John Percival/0.03

①

John Percival/0.05

①

John Percival/0.06

①

John Percival/0.45

①

John Percival/1.09a

①

SHOW MORE RESULTS

REFINE SEARCH

SINGLE

RECURRING

☐ AVAILABLE NOW

August, 2024

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Set a specific time

From:

To:

Duration

CAPACITY

Minimum

Maximum

CAMPUS

You must submit all weekend/out of hours requests at least 3 working weeks in advance

Heath Park Room Bookings

If you would like to book a space at the Heath Park campus, you must contact your coordinator. They will make this request on your behalf.

As with other University spaces, you must await confirmation of your booking.

Groups have access to the following spaces:

Ty Dewi Sant

Main Hospital

Cochrane

**Michael Griffiths
Education Centre**

All out of hour/weekend bookings will come at an extra cost.

Terms of Use: SU & University Rooms

1

Leave all rooms as you found them

2

Sign out and return key to security after all bookings

3

No alcohol or hot food

4

Listen to security

5

You must tell us/delete bookings if you no longer need them



Event Planning





Guest Speaker

**Winter/Summer
Balls**

Showcase

**Events
Types**

Workshop

**Fundraiser/Charity
Event**

Conference

Event Planning

No matter what type of event you are running, or where, follow this process to achieve the greatest success!

1

Book your venue- whether that be in the SU or externally. We will take you through the relevant procedures.

2

Complete all the relevant forms, and email these to the Societies or Athletic Union team.

3

Create a budget plan- organise your finances!
(you should aim to break-even)

4

Once the event is approved, start selling tickets on your SU webpage.

5

Promote the event- make sure to use your social media, webpage, or use the SU screens!

6

Upload your finance requests- be sure to attach all invoices and receipts!

Your ticket sales should cover all expenses.



What event(s) would you like to run?





would you like to
run? / Pa
ddigwyddiad(au)
hoffech ei gynnal?

0 responses

Login to edit this Menti

Booking Spaces in the SU

Available commercial spaces

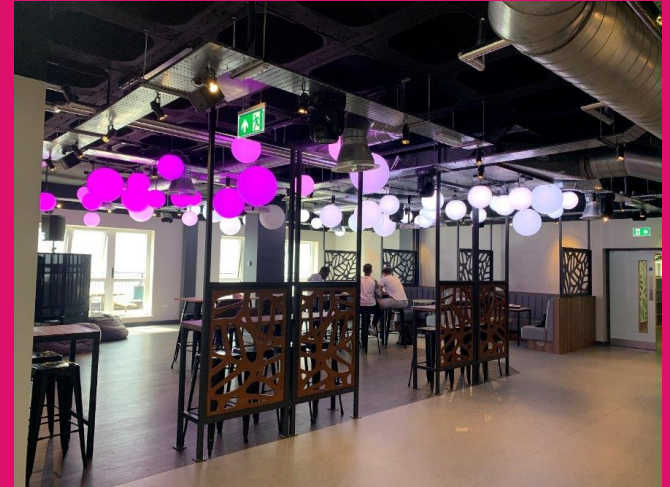
Y Plas



The Lodge



Globe Room



You must contact your coordinator to book these spaces.

Booking Spaces in the SU

Available commercial spaces

Great Hall



Level 1 Centre



You must contact your coordinator to book these spaces.

Bookings Spaces in the SU

Proposal Form

Include all details of your proposed event and email to your coordinator.

You should send this at least 2 months in advance.

Requirement Form

Includes additional requirements you need from our venues team.

They will use this information to generate the hire cost.

Risk Assessment

All events must be risk assessed, unless they are in your regular risk assessment.

All forms can be found on Committee Resources- 'Forms and Templates'

Booking External Spaces

Proposal Form

Include all details of your proposed event on this form, and email to your coordinator.

You should aim to send this 2 months in advance.

Venue Contract

Email us all venue contracts/agreements before you sign them.

This is an affiliation requirement.

Risk Assessment

All events must be risk assessed, unless they are in your regular risk assessment.

All forms can be found on Committee Resources- 'Forms and Templates'

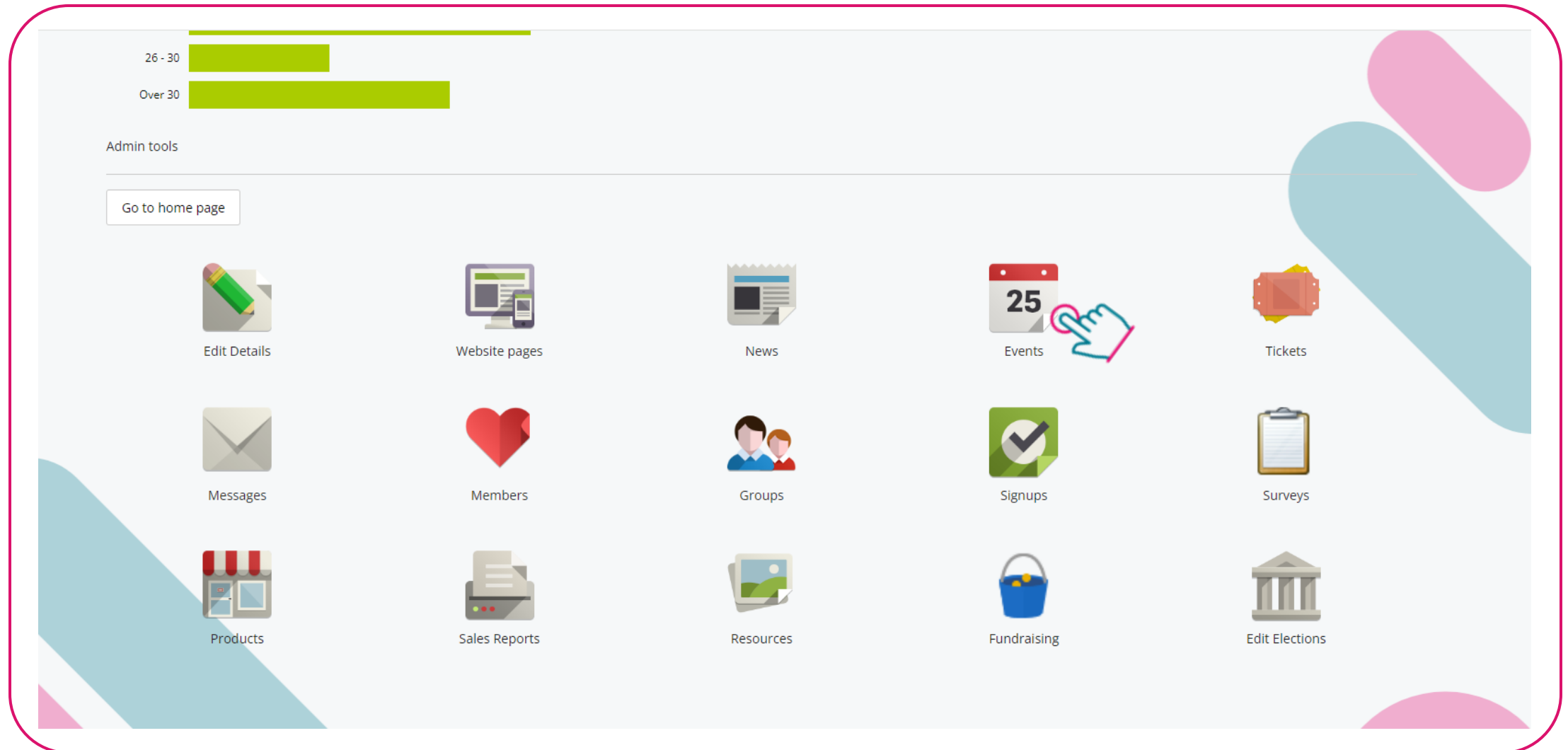
Selling Tickets

1. You must set up your event on your society/club webpage first, before you start selling tickets.

The screenshot displays the Cardiff University Students' Union website. The top navigation bar includes links for 'Events & Gigs', 'Activities & Groups', 'Student Voice', 'Advice & Help', 'Jobs & Skills', and 'Eat, Drink, Shop'. A search bar is located on the right. On the left, a dark sidebar menu is open, showing sections for 'Admin' (Elections Admin, Events Admin, Referenda Admin, Survey Admin, Volunteering Admin), 'Organisations' (Activities, Associations, Athletic Union, Cardiff Student Media, Cardiff University Students' Union, Cardiff Volunteering, Committees, Give It A Go, Guild of Societies, Skills, Enterprise & Volunteering, Student Led Services, IMCC), and 'Control Panel' (Edit page, Add child page, Copy page, Guild of Societies admin tools). A hand cursor icon points to the 'Guild of Societies admin tools' link. The main content area features a blue header with the 'CARDIFF Guild of Societies' and 'Urdd Cymdeithasau CAERDYDD' logos. Below this is a row of buttons: 'Exec', 'Society Events', 'Start a Society', 'Committee Resources', and 'Contact Us'. The 'Society Events' button is highlighted. The main content area also includes a section titled 'Societies!' with text about guaranteeing a memorable time in Cardiff and a link to 'societies@cardiff.ac.uk'. A large graphic for 'fad commercial dance' is displayed, with the text 'Society of the Month: FAD!' and a 'Nominate' button. At the bottom, a search bar is visible with the text 'So, who exactly are our Societies?' and a 'Search' button.

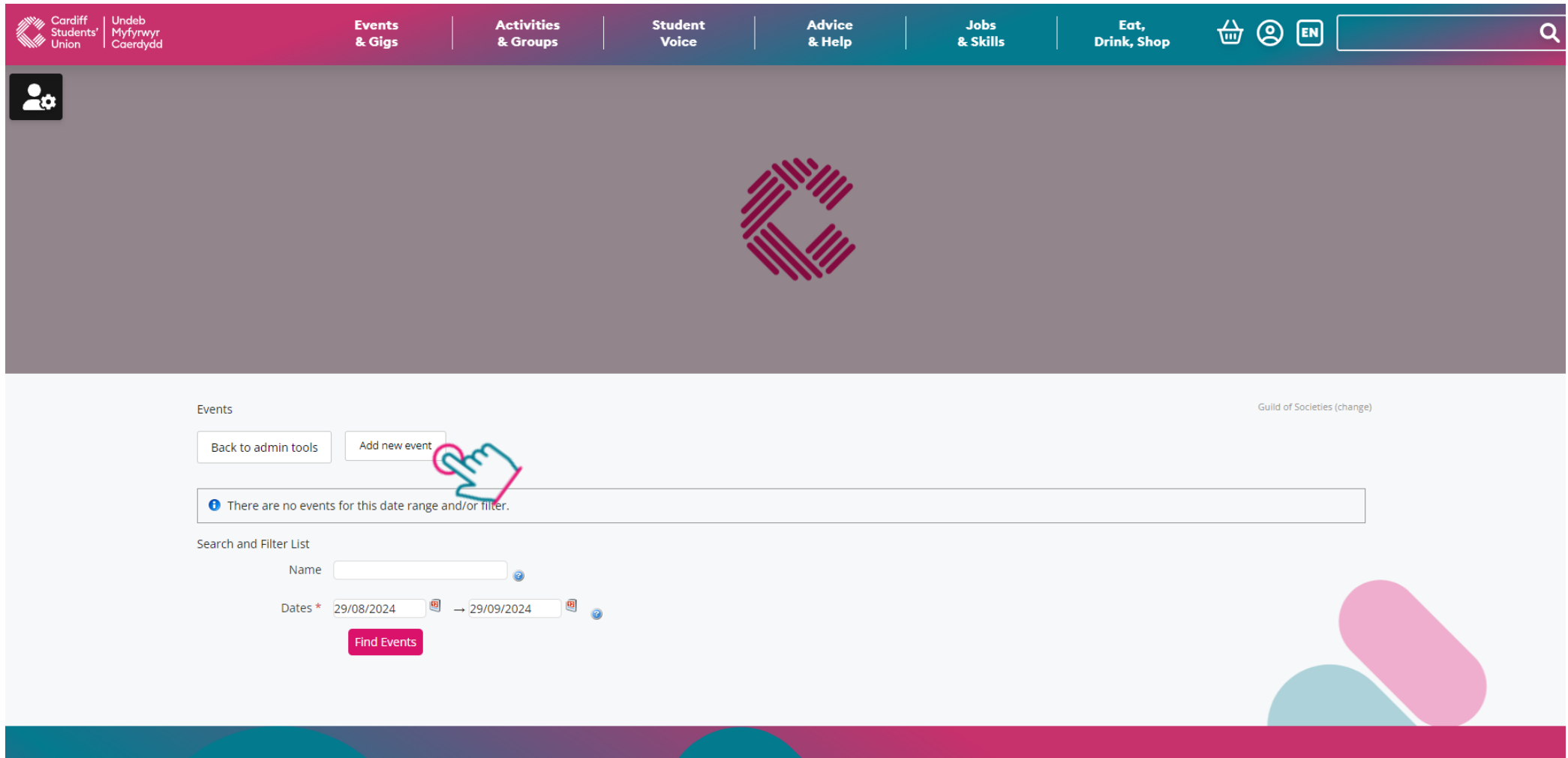
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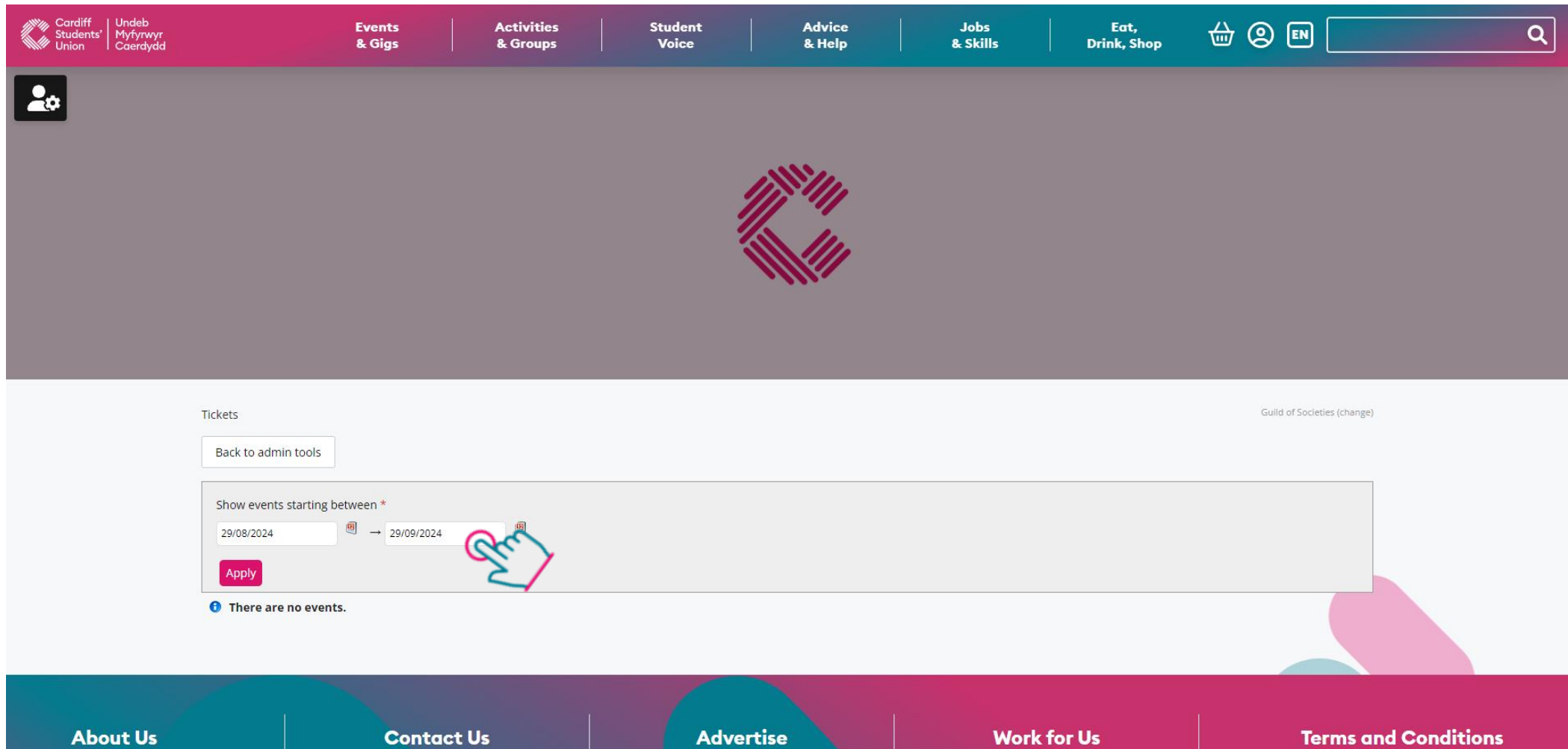
Selling Tickets

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Selling Tickets

2. Once your event is set up, you'll be to go to the 'Tickets' tool and set up your tickets.



Selling Tickets

3. You can monitor your ticket sales using your Sales' Report and Purchasers' Report Admin Tools.

The screenshot displays the Cardiff Students' Union website interface. The top navigation bar includes links for 'Events & Gigs', 'Activities & Groups', 'Student Voice', 'Advice & Help', 'Jobs & Skills', and 'Eat, Drink, Shop'. A search bar is located on the right. The main content area is dimmed, showing a 'Tickets' section with a 'Back to admin tools' button and a date range filter for 'Show events starting between *' (29/08/2024 to 27/11/2024). A 'Winter Showcase 2024 (25 Nov 2024)' event is listed with an 'Add ticket' button. A modal window titled 'Ticket details' is open, containing the following fields:

- Ticket type * (Select) [dropdown]
- Price * [text input]
- On sale from / until 29/08/2024 00:00 → dd/MM/yyyy HH:mm
- Sales limit [text input]
- Per person limit [text input]
- Description [text input]
- Receipt / ticket text [text area]

A 'Save' button is located at the bottom of the modal. The background also shows a 'Guild of Societies (change)' link.

Guest Speaker Events

Guest Speaker events are great opportunities for your group to invite guests to discuss specialist topics and answer questions. These are also great opportunities to hold workshop events with guest instructors.



Forms

Submit a Guest Speaker form **at least 21 working days in advance**.

The earlier, the better!



Book a Room

Once your Guest Speaker has been approved, you can request a room for your event.



Additional Requirements

Consider what equipment you will need in the space - does the room have what you need?
Will there be additional charges?



Refreshments

Consider if you want to provide refreshments for attendees, and what will be the additional costs?

[Guest Speaker Form can be found on Committee Resources](#)

Things to Remember

1

Raise Income Before you Pay!

If you spend your own money without getting the event approved by the SU, and/or you do not generate enough income, you may be liable.

2

Plan Ahead!

Submit required forms and budget plan well in advance! Your staff contact may have some queries for you.

3

Promote Where You Can!

Make use of all platforms you have available- take every opportunity to boost your ticket sales. Always aim to breakeven!

4

Collaboration/Sponsor?

If you are planning to collaborate with other societies, or have external sponsors for an event, let us know first!

Any Questions?

You will find all of this information in the Committee Handbook, and on Committee Resources

Email Societies@cardiff.ac.uk or AthleticUnion@cardiff.ac.uk for more information.

Don't forget to scan the QR code to register your attendance!