**Societies Event Requirement(s) Form**

Once you have submitted an event proposal form to [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk) and this has been approved by your coordinator, you must then complete the below form. This form should include all the requirements for your event. Once completed, please send this form to [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk) and [suevents@cardiff.ac.uk](mailto:suevents@cardiff.ac.uk). Our venues/events team will use this form to confirm your event details and invoice your society for the charges.

**There is more information and a price list at the bottom of this form to help you.**

|  |  |
| --- | --- |
| Society: |  |
| Contact Details: |  |
| Event: |  |
| Date of Event: |  |
| Location of Event: *(location will be confirmed by your coordinator upon approval of the Events Proposal Form)* |  |
| Set up time: |  |
| Doors open time: |  |
| Door Close: |  |
| Out Time (after pack up) : |  |
| Number of people expected: |  |
| Event information:  *(Please provide as much information as possible on the kind of event you wish to run)* |  |

**Tech Support**

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| --- | --- |
| Do you require use of a screen? |  |
| Do you require sound/music? (Please specify if a Bluetooth boombox will suffice or if you require the surround sound system) |  |
| Do you require support with musical instruments/use of the PA system? (please provide details additional charges may apply) |  |
| Do you require microphones? (how many) |  |
| Do you require lights/lighting? (in addition to the main lights) |  |
| Do you require additional power? (for stage, stalls) |  |

**Room Set Up** – Please outline your preferences for the room set up. Charges may apply.

|  |  |
| --- | --- |
| Stage *(cost of stage and set-up depends on size)* |  |
| Chairs (how many) |  |
| Tables (how many, what size/shape) |  |
| Do you require staff support setting up your event or will you do this yourselves? (additional charges will apply) |  |
| If Yes please provide details on how you would like the room to be set up |  |

**Bar** – If you require the bar open there will be a minimum spend of £350 and a charge for security.

|  |  |
| --- | --- |
| Do you require the bar open? |  |

**Catering**

|  |  |
| --- | --- |
| Would you like to receive information about SU catering packages? |  |
| Will you be organising external catering? |  |
| Will you be providing your own food/drink? ***(soft drinks only-strictly no alcohol can be bought in)*** |  |

**Additional Staff** - If you require the bar, then security staff will automatically be added to the invoice.

|  |  |
| --- | --- |
| Do you require Box office Staff? |  |
| Do you require Security staff? (additional) |  |

**Price List**

* Bar Open – Minimum spend of £350
* Technical Crew – £14.50 per person per hour (**minimum of 4 hours)**. To support with any AV requirements.
* Security – £16.50 per person per hour (**minimum 4 hour call out**). Security is required for any booking with the bar open. Depending on numbers of the event, then SIA/security may be required for crowd control.
* Stage build - £350 + VAT – subject to availability.
* £20 per standard wired/wireless microphone (subject to availability). Any other kind of mics (lapel, lectern etc) will need to be hired in externally, price will be given on request

**Please note that prices above are a guide, we will provide a full quote when we receive full details.**

**Extra information**

* Furniture in Y Plas is free to use. Please ensure you leave the space exactly how you found it.
* 150-fold up chairs are available and free to use. These are kept in Y Stiwdio. (Subject to availability)