

# A Guide to Organising an Event or Booking Social Space within University Residences

## Introduction

Student activity is an important part of the student experience and the University is keen to ensure there are suitable indoor and outdoor spaces available outside of core hours to support enrichment activities.

Wherever possible space is provided free of charge, however, on occasion it will be necessary to charge for. The cost will be consistent and kept to a minimum. Please see the list of chargeable services on page 2.

This document sets out the relationship between the Residence Management Team, Students' Guild and a resident student wishing to book a room or outdoor space on behalf of a student society, as part of academic related activity or as an individual booking for a special event.

## Facilities and Activities

Space is available for booking on a regular basis at a number of locations. For a complete list of spaces available please see Appendix 1: List of Spaces in Residences.

Please speak to the relevant Residence Manager for more details.

### Space is not intended for:

- Profit making events (exceptions will be made for charitable fundraising events and hall committees may generate income).
- Dance and keep fit classes
- Music rehearsals
- Drinking games are strictly prohibited.
- Pre-lash events

## What considerations do I need to make?

The welfare of students, staff and visitors to our campuses has to be considered at all times. For further information and forms required if you are holding an event outdoors on the campus grounds, please visit our Grounds and Gardens page

## When will charges apply?

### Additional charges where applicable are as follows:

- Audio visual support £22.50 per hour + VAT
- Reception/porter overtime £20 per hour + VAT (minimum charge of 3 hours applies)
- Cleaning £20 per hour + VAT
- Tangent Security (price on application and at a staff to student ratio of 1:75 and a minimum of two)
- Performing Rights Society licence price on application
- On-site entertainment e.g. disco, karaoke, band, any arrangement or payment to these services is the responsibility of the Event Organiser and needs to include any PRS license
- Temporary Event Notice (TEN) for use when your event is operating outside normal licensing requirements e.g. running past midnight £21.00 per application or the area is not licensed (Please note 10 full working days notice is required by the Council)
- Bar costs to include setting up the bar and staff at the event £20 per hour + VAT (minimum charge of 3 hours applies)

## How do I contact the relevant department?

Holland Hall	01392 722349	<a href="mailto:hollandhall@exeter.ac.uk">hollandhall@exeter.ac.uk</a>
Birks Grange	01392 725185	<a href="mailto:birksgrange@exeter.ac.uk">birksgrange@exeter.ac.uk</a>
Exeter Halls & St.Luke's	01392 725286	<a href="mailto:exeterhalls@exeter.ac.uk">exeterhalls@exeter.ac.uk</a>

Should the behaviour of guests or students go beyond your control staff may ask them to leave the event immediately.

Please contact the Estate Patrol Team on 01392 723999 and ask for their assistance should you need help when there are no staff available to assist.

Students' Guild                      01392 725060

# Booking Steps

## 1. Decide what type of event you want to book space for.

- What is the purpose of the event, when will it take place and what equipment and services will you require?

## 2. Complete the online booking request form with the following notice prior to the event date:

- Ad-hoc events that require little or no set-up - two working days notice.
- Events that require set-up and/or the involvement of third parties (such as caterers or security) - 10 working days notice
- You will be contacted by the Residence Management Team on receipt of your request.

## 3. Contact the Students' Guild

- If you are a Guild affiliated group (society, halls committee etc) contact the Students' Guild.
- If you are an individual student not linked to a group, or a resident in halls, contact the Residence Manager
- Tess Sadatian will be able to give you advice about holding your event as well as an indication of whether or not the Guild would be able to approve it to go ahead.

## 4. Your application will be considered.

- The Residence Manager and Students' Guild will consider your application.
- A member of the management team will confirm if the event can go ahead with at least one days notice for ad-hoc events, and at least five days notice for other events.

## 5. Once approved, you can proceed with your event.

Please adhere to the guidelines enclosed within this document.

If your event is not initially approved, please speak to the Residence Manager and Students' Guild to clarify what can be done to ensure it goes ahead.

## Appendix 1: List of Spaces in Residences

Location	Space	Capacity	Equipment & Suggested Usage	Wifi	Bookable
Birks Grange Village	Common Room Ground Floor, Central Block	With furniture: 130  Without furniture: 260	. Projector and sound system. TV.	✓	Yes
Birks Grange Village	Dining Room First Floor, Central Block	300	Suitable for catered events.  Private study outside of meals times.	✓	Yes
Birks Grange Village	Outdoor Piazza	No restriction as not contained area. But if a number was required for events, allow ½ sq mtr for one person	Outdoor events such as staffed BBQs, drinks receptions, information fairs etc.	✓	Yes
Birks Grange Village	Ross House Common Room (UPP)	With furniture: 20  Without furniture:50	Small social events. Casual daytime usage.	✓	TBC
Birks Grange Village	TV Lounge First Floor, Central Block	TBC	Casual daytime usage.  TV (with Sky).	✓	Yes

Exeter Hall (Lopes)	Dining Room Ground Floor	With furniture: 169  Without furniture; 338	Suitable for catered events.  Private study outside of meal times.	✓	Yes
Exeter Halls (Lopes)	Common Room Ground Floor	60	Small social events. Study.  TV (with Sky)	✓	Yes
Exeter Halls (Lopes)	Outdoor Grassed Areas	N/A	Outdoor events such as staffed BBQs, drinks receptions, information fairs etc. Sporting activities (with the permission of the Grounds Team)	✓	Yes
Exeter Halls (Lopes)	Study Area Ground Floor	50	Private study and other  suitable academic activity.	✓	No
Holland Hall	Common Room First Floor	100	Split Level. TV with Sky.  Can be used for events.	✓	Yes
Holland Hall	Dining Room F-block, Ground Floor	TBC	Suitable for balls, catered events and discos etc.	✓	Yes
Holland Hall	Terrace F-block, First Floor	300 or no. of covers if seating	Outdoor events such as staffed BBQs, drinks receptions, information fairs etc.	✓	Yes
Mardon Hall	Common Room Ground Floor	100	Small social events. Casual daytime usage.  Television (with Sky) fitted. Pool table.	✓	Yes

Mardon Hall	Study Area Ground Floor	60	Private study and other suitable academic activity.	✓	No
Moberly	Common Room	TBC	Small social events. No TV.	×	Yes
St Lukes (Rowancroft)	Outdoor Grounds	?	Outdoor events such as staffed BBQ's, drinks receptions, information fairs etc.	×	Yes
St. Luke's	Cross Keys Bar	?	Contact Mary Greenwood <a href="mailto:M.C.Greenwood@exeter.ac.uk">M.C.Greenwood@exeter.ac.uk</a>  Small social events.	✓	Yes
St. Luke's	Outdoor Grounds	?	Contact Mary Greenwood <a href="mailto:M.C.Greenwood@exeter.ac.uk">M.C.Greenwood@exeter.ac.uk</a>  Outdoor events such as staffed BBQ's, drinks receptions, information fairs etc. Sporting events with the permission of the Grounds Team.	×	Yes