**Great Hall Requirement Form 2025**

**Societies / Sports Clubs**

Once your submitted Event Proposal Form has been approved by [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk) / [AthleticUnion@cardiff.ac.uk](mailto:AthleticUnion@cardiff.ac.uk) and your staff contact, you must complete this form. This form must include all your requirements for the event. Please send this completed form to [suevents@cardiff.ac.uk](mailto:suevents@cardiff.ac.uk). The Venues team will then price up your event and invoice your society for the charges.

**Please note:** **your event is not confirmed until Venues (**[**suevents@cardiff.ac.uk**](mailto:suevents@cardiff.ac.uk)**) has authorised it. Please do not advertise your event until it is confirmed.**

|  |  |
| --- | --- |
| **Society / Club:** |  |
| **Contact Details:** |  |
| **Event Name:** |  |
| **Date of Event:**  *(Please provide 2 choices of date in case of unavailability)* |  |
| **Location of Event:**  *(Location will be confirmed by your coordinator after discussion with Venues)* | The Great Hall |
| **Set Up Time:** |  |
| **Soundcheck Time:**  (*Only if bringing a band / live performance)*  *Please allow up to 2 hrs before Doors Open* |  |
| **Doors Open:**  *(When guests can arrive from)* |  |
| **Door Close:**  *(When guests are no longer allowed to enter)* |  |
| **Event Finish Time:**  *(What time the event finishes and guests leave)* |  |
| **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)* |  |
| **Are you bringing a Band?**  *(Additional engineer and equipment costs may apply)* |  |
| **Will there be dancers/performances?** |  |
| **Are you bringing food?**  *(No cooking is allowed on site.)* |  |

**There is more information and requests list attached to this form – please consult this.**

**Great Hall Requests List**

*All equipment for Great Hall bookings will be price quoted for each event*

1. **Requirements**

If you want lights and sound, you need **Tech** **Crew**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Includes | Approximate Cost | Please Tick/Write Number |
| Tech Crew | 1 x Crew | **£18 ph**  5 hour minimum  2 x Crew recommended |  |
| Bar Open | Bar staff | **(£350** minimum spend applies)  Security automatically booked |  |
| Box Office | Ticket scanning/checking | **£11.44 ph** |  |
| Stage |  | *Priced on request* |  |
| Chairs | 150 folding chairs for free. Extra chairs will be charged for | *Extra chairs priced on request* |  |
| Tables |  |  |  |
| Security | Crowd control over 120 guests/open bar | **£20 ph**  4 hour minimum |  |

1. **Great Hall Extras**

Tech Crew is compulsory for the below:

|  |  |  |
| --- | --- | --- |
|  | Please Tick | If ‘Yes’: |
| Microphones  (*Priced on request)* |  | **How Many?**  **Wired or Wireless?** |
| Are you bringing a band? |  | Additional engineer and equipment costs may apply  Please allow 1 hour before doors for soundcheck |
| What instruments are being used?  *(Instruments MUST be*  *declared)* |  | **Declare Your Instruments:** |
| DJ Kit  *(Additional cost)* |  |  |
| Screen  *(Hired)* |  |  |
| If you are bringing a band/instruments, do they want monitors/wedges/subs? |  |  |
| Furniture Set-Up Support  *(£11.44 ph)* |  |  |
| Wristbands  *(50 = £5)* |  |  |
| Do you have any technical requirements not mentioned above? | | |

**Great Hall Venue Information**

Please tick to acknowledge that you understand the following information:

|  |  |
| --- | --- |
|  | Please tick to acknowledge |
| A late fee will be applied if you run over your Event Finish Time significantly, to cover staff overtime |  |
| Any instruments brought without warning will not be subject to technical support |  |
| All equipment brought by the Society/Club must be PAT Tested / risk assessed if relevant |  |
| No external alcohol is to be brought in |  |
| No cooking is allowed on site |  |
| Damage to equipment / venue will be charged to the society |  |
| The venue must be left in the condition you found it in |  |
| Any overnight storage must be agreed to by suevents@cardiff.ac.uk |  |
| I agree that the Committee will follow all instructions given by the Duty Manager and Security at the event |  |