**Societies Event Requirement Form 2025**

Once your submitted Event Proposal Form has been approved by [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk) and your coordinator, you must complete this form. This form must include all your requirements for the event. Please send this completed form to [societies@Cardiff.ac.uk](mailto:societies@Cardiff.ac.uk) and [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: |  |
| 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)* |  |
| Set Up Time: |  |
| 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 costs may apply)* |  |

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

**Price List**

*Please note: these prices are a guide, and all final costs are subject to Venues discretion*

1. ***Technical Support Requirements***

If you want lights and sound, you need crew.

Only Y Plas has a screen. If you want one in The Great Hall, this will be an extra charge.

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| --- | --- | --- | --- |
| Type of Event | Included | Cost | Please tick |
| Dance/Non-Spoken | -PA (Sound and Music)  -Screen (Y Plas only)  -Lights | **£90**+VAT  *(1 x Crew)*  **£180**+VAT  *(2 x Crew/Competition)* |  |
| Choir | -PA (Sound and Music)  -Screen (Y Plas only)  -Lights  -2 x monitors  -3 x mics | **£180**+VAT  *(2 x Crew)* |  |
| Party  (No Live Music) | -PA (Sound and Music)  -Screen (Y Plas only)  -Lights  -Subs  -Monitors  -Mic package | **£180**+VAT  *(2 x Crew)*  Soundcheck Time:  Additional cost if not within 5hrs |  |
| Theatre | -PA (Sound and Music)  -3 x mics | **£90**+VAT  *(1 x Crew, No Lights)*  **£180**+VAT  *(2 x Crew, With Lights)* |  |
| Panel Talk | -PA (Sound and Music)  -Screen (Y Plas only)  -3 x mics | **£90**+VAT  *(1 x Crew)* |  |
| Exhibition | -PA (Sound and Music)  -Screen (Y Plas only)  -Power for stalls | **£90**+VAT  *(1 x Crew)* |  |
| Band/Gig  (Live Music) | -PA (Sound and Music)  -Screen (Y Plas only)  -Lights  -Subs  -Monitors  -Mic package | **£180**+VAT  *(2 x Crew)*  **+ Sound Engineer**  *(Additional compulsory cost on quote basis)*  Soundcheck Time:  Additional cost if not within 5hrs |  |

**Instruments and Bands**

Crew are unable to accommodate instruments brought to an event without warning.

If you are bringing a band, you will be charged an additional Sound Engineer fee

Please declare any instruments you are bringing

**Chargeable Technical Extras**

*Additional Crew* = **£18**+VAT per crew per hour

*DJ Kit, lapel mics, subs, wireless mics, wired mics, The Great Hall screen, monitors* = £? Prices on a quotable basis

Late fee = if you overrun past your official Event Finish Time, you are liable to cover the costs of bar and crew overtime

**If your technical requirements are not listed, please describe below:**

1. ***Event Supply Requirements***

If the bar is open, security charges are automatically added to your invoice.

Please keep in mind that security may be added to your invoice if they are needed for crowd control.

|  |  |  |
| --- | --- | --- |
|  |  | Please tick/write number |
| Stage | **£380**+VAT  (*For a basic stage. Anything bigger will be quoted on a needs basis* |  |
| Chairs | **How many do you need?**  *(We can supply 150. Extra chairs will need to be paid for)* |  |
| Tables | **How many do you need?** |  |
| Set-Up Support | **Do you need help setting up?**  *(Charges will apply)* |  |
| Additional Security  *(Crowd control over 150 guests/ open bar)* | **How many?**  *(£20 per hour per staff*  *4hr minimum)* |  |

**Bar**

Minimum spend of £350

If yes, security will automatically be added to the invoice

|  |  |
| --- | --- |
| Do you want 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)*** |  |