**Societies Event Requirement(s) Form 2024-2025**

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.

|  |  |
| --- | --- |
| Society: |  |
| Contact Details: |  |
| Event: |  |
| Date of Event: |  |
| Location of Event: |  |
| Set up time: |  |
| Doors open time: |  |
| Door Close: |  |
| Number of people expected: |  |
| Event information:  *(Please provide as much information as possible on the kind of event you wish to run)* |  |

**Event Details**

*Crew Prices are based on 5hrs. This includes set up and pack down. If you require sound checks or additional crew support charges may apply.*

*For The Great Hall events, Screen is not included, additional charges may apply.*

*Stage not included in the below*

Please Select one of the following (Tick inside the box)

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Event | Included | Cost and Crew | Please tick |
| Dance/Non-Spoken Performance | * Main PA (Music Playback) * Screen * Lights | * 1x Crew  - £85 + VAT * 2x Crew – If it’s a Competition £170 + VAT |  |
| Choir | * Main PA * 2x Monitors * Wireless Mics x3 * Screen * Lights | * 2x Crew   £170 + VAT |  |
| Band/Gig Style | * Main PA * Subs * Monitors * Mic package (gig dependant) * Lights | * 2x Crew * Possible Sound Engineer (additional Cost) * Soundcheck time * (additional Cost if not within 5 hrs) £170 + VAT |  |
| Theatre | * Main PA  or * Small PA * Wireless Mics x3 | * 1x Crew (no Lights) * £85 + VAT * 2x Crew (with Lights) * £170 + VAT * EXTRA: Lighting Op/Designer * (additional cost) |  |
| Pannel Talk | * Main PA * Wireless Mics x3 * Screen | * 1x Crew   £85 + VAT |  |
| Exhibition | * Main PA * Screen * Power for Stalls | * 1x Crew   £85 + VAT |  |

**If your event type is not listed please let us know what kind of event you want to host.**

|  |
| --- |
|  |

**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 -** Additional charges apply for the bar – Minimum bar spend is £350.

|  |  |
| --- | --- |
| 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
* Additional Crew Cost – £17 + VAT per crew per hour
* Security – £18.00 + VAT 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.

*Additional Technical Extras: All prices will be quoted on a need’s basis*

* Wireless Mics
* Subs
* Monitors
* Screen Access
* Stage
* Lighting Op
* DJ Kit
* Chairs
* Tables
* Smaller PA Option
* Wired Mics
* Lapel Mics

**Extra information**

* Furniture in Y Plas is free to use. Please ensure you leave the space exactly how you found it.