

## Keele SU Society & Teams Events Form

To be filled out before contacting the Venues team and sent to [su.venues@keele.ac.uk](mailto:su.venues@keele.ac.uk).

<b>Society / Team</b>	
<b>Name of event</b>	
<b>Provisional date &amp; time</b>	
<b>SU Room Booking</b>	
<b>Do you need help with setting up tickets &amp; event on the SU website</b>	
<b>What Tech do you require – Music, Lighting, plus additional equipment.</b>	
<b>Does your event require a risk assessment</b>	
<b>Do you need photographer</b>	
<b>Do you need help with booking an act or DJ?</b>	
<b>Any additional information about the event.</b>	

## Venues Team

Mark Askew – Venue Manager

Greg Poole – Events Manager

Sam Jordan – Security Manager

Paul Bailey - Technical Manager

## Setting up tickets and event on the SU website

Tickets and events can be set up on the Keele SU website under admins tools, this is something that needs to be done by committee members as only they have all access to these certain tools, they must be a recognised member by the SU to have access to these tools. Please don't hesitate to contact the Venues Team for more information.

## Promotion

This is mainly left up to you and can be achieved through social media such as, student life page, SU pop ups, posters/flyer distribution and tagging the entertainment account on Instagram (keelewhatson).

For posters Keele has its own Print Shop upstairs in the SU, printing cost can be directly taken out of your society account.

## Ticket prices

Make it affordable, £2/3 is a good student ticket price and you can charge more for guests. Events costs that are more usually include an act, venue décor or hiring of equipment. Some societies also have free entry for the first hour of the event to encourage people in earlier to the event.

## Venue Cost

Understand the sliding scale of the SU in line with bar spend, achieving bar spend means venue becomes cheaper and free if you hit the top bracket of bar spend.

More info can be found from the entertainments team.

Another option of doing events is to pair with other societies/teams to keep costs low and help with promotion.

**Please note the hire fee can be subject to change based on the nature of the event.**

## Cancellation Policy

If for any reason you need to cancel your event, you have 14 days before the event for no charge to be passed on to your society/team. Between 14 and 7 days the society/team are responsible for 50% of the security cost for your event. Anything below 7 days you are responsible for the full costs that the SU has incurred for your event at that point.

### General Hire Fee Scale

K2 - £500 + VAT

£ - 1000 = FULL VENUE HIRE

£1000 - £1250 - £400 VENUE HIRE

£1250 - £1500 - £300 VENUE HIRE

£1500 - £1750 - £200 VENUE HIRE

£1750 - £2000 - £100 VENUE HIRE

£2000 ++++++ - FREE VENUE HIRE!

### Risk assessment

Do you have anything that needs a risk assessment or pat testing when doing the event. What are the risks or what is arriving for the event that may need the correct paperwork?

### Rules for events

- Two guests per student – buying in advance is advised.
- If there is a guestlist provided by a society, then they are liable for their behaviour on the night.
- Only the organisers (Committee Members) and performers/DJ's are allowed on the stage or side of stage for the event.
- Risk Assessments and other prior information to be provided prior to the event.
- Please liaise with the Venues Team if you need any special drink offers or additional support for your event.

### Claiming back costs

Costs can be claimed back from activities by using the admin tools by any member of the society. Contact SU Activities through email/teams to find out what money is in the account and what can be accessed.

### DJ/Acts and photographers

Venues can help with the booking of acts and DJ'S and will work with the society with budgets/costings for the event. Be reasonable with your expectations. All bookings for artists will be made by the Venues Department on behalf of the society.

Keele has its own DJ society DMK which can provide a cheaper or free services for charity events. The Venues Department can also source DJ's and extra support with Tech if the event requires.

The SU has a Resident Photographer who is available to book.

### **Expectations**

Manage your expectations and be realistic with events.

If you put in the effort with your event, you will have a better outcome on the night.

Make sure when booking an event, you are not competing with other events in the SU or other societies as sometimes can make it harder for your event to succeed.

### **Useful emails**

[su.venues@keele.ac.uk](mailto:su.venues@keele.ac.uk) – Venues Bookings and enquires.

[su.tickets@keele.ac.uk](mailto:su.tickets@keele.ac.uk) – Tickets

[su.print@keele.ac.uk](mailto:su.print@keele.ac.uk) – Print enquiries

[su.activities@keele.ac.uk](mailto:su.activities@keele.ac.uk) – Society accounts and information.