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| **About the Venue** | | | | | |
| Libertys is a café venue that can sit up to 50 people. Events that can be held here are varied – informal gatherings, society meetings etc. | | | | | |
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| **Contact Details** | | | | | |
| **Name of Organiser** |  | | | | |
| **Email** |  | | | | |
| **Telephone** |  | | | | |
| **Event Name** |  | | | | |
| **Event Description** | Please give us details of what event you wish to hold | | | | |
| **Date of Event** |  | | **Access to Venue** |  | **AM / PM** |
| **Event Start** |  | **AM / PM** | **Event End** |  | **AM / PM** |
| **Will your event include an external Guest Speaker?** | | | | **Yes** | **No** |
| If Yes, you will need to complete a Guest Speaker Request form at <https://www.hwunion.com/societies/run/guest-speaker-request-form> before this booking will be approved | | | | | |
| **Please complete this form carefully, outlining all your requirements for your booking. The Union is unable to meet your room requirements if you do not notify us in advance.** | | | | | |
| **Section One: The Venue** | | | | | |
| 1. **Do you require anything more than chairs & tables, or the room itself?** (delete as appropriate) | | | | | |
| **YES** | | | **NO** | | |
| If YES fill in this section | | | If NO go to Section 2 | | |
| 1. **Do you intend on decorating the venue?** (delete as appropriate) | | | | | |
| **YES** | | | **NO** | | |
| PLEASE NOTE: You must not use sticky tape to put up decorations, and decorations must be removed at the end of the event. | | | | | |
| 1. **Do you require special catering?** (delete as appropriate) | | | | | |
| **YES** | | | **NO** | | |
|  | | | | | |
| **Section Two: Sound** | | | | | |
| 1. **Do you require sound or music?** (delete as appropriate) | | | | | |
| **YES** | | | **NO** | | |
| If YES fill in this section | | | If NO go to Section 3 | | |
| 1. **What type of music / sounds do you need?** (E.g. background music on playlist, certain songs cued in a playlist, sound effects at certain intervals etc) | | | | | |
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| 1. **If you are having music, how do you intend to do it?** (E.g. hiring a DJ, bringing laptop with music etc) | | | | | |
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| PLEASE NOTE: If you are hiring a DJ, please check their requirements to make sure we can accommodate them. | | | | | |
| 1. **Do you require a microphone?** (delete as appropriate) | | | | | |
| **YES** | | | **NO** | | |
|  | | | | | |
| **Section Three: Projectors** | | | | | |
| 1. **Do you require a projector?** (delete as appropriate) | | | | | |
| **YES** | | | **NO** | | |
| If YES fill in this section | | | If NO go to Section 4 | | |
| 1. **What do you intend to use the projector for?** (E.g. MS Powerpoint presentation, a film etc) | | | | | |
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| PLEASE NOTE: The projector only uses a VGA connection and you will be required to bring in a laptop | | | | | |

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| **Section Four: The Small Print** | | | |
| **Venue** : Heriot-Watt University Student Union reserves the right to refuse admission. The Union holds a Member Club Licence, meaning only members of the Union are allowed entry to the building. A member is any current student or a Reciprocal Member. A Member can sign in up to two Guests. Proof of identity and age will be required from all Members and Guests. Hirers will be allowed sole use of Libertys. Staff and Committee Members on duty must be allowed access. The Hirer will be responsible for the security of these areas and for any damage caused in these areas. In the case of damage, the deposit will only be returned once the outstanding balance of the damage has been paid in full. If the damage occurs when a deposit has not been made the hirer is liable to any costs at the time of the event. There will be an appointed staff member in charge of the venue for all events. During the day, this will be the Commercial Manager. In the evening it may be a Team Leader, Evening Manager or the Commercial Manager. The appointed staff member has total authority for the building, all activities inside and all Health and Safety matters. The Student Union agrees that the designated staff member’s view is final.  **Health and Safety**: The Student Union strictly prohibits the use of naked flames, pyrotechnics and sharp objects without prior approval and completion of risk assessments. The Hirer must not, under any circumstances, remove, tamper with or cover any fire safety equipment, nor will they knowingly lock any fire exits. The Hirer will not remove or alter any equipment (including sound and light equipment without prior consent of the Commercial Manager.  **Confirmation / Cancellation** : The event must be confirmed with the Student Union Reception at least ten days before the date of the event. This confirmation includes the payment of the deposit and a complete and authorised booking form. Management reserves the right to cancel the event, if not confirmed ten days before. This is to cover staffing requirements. The Student Union reserves the right to make a charge if the function is cancelled within seven days of the event. The Student Union accepts no liability for cancellations caused by Acts of God, Royal Demise or Industrial Action.  **Event** : The event will run from the Event Start Time until the Event Finish Time as agreed on the Booking Form. The bar will close 15 minutes before the Event Finish Time. The designated staff member may, at their own discretion, decide to close your event early without prior warning on the evening. The Hirer may not use their own DJs, or put on any bands or other live entertainment without the prior authorisation of the Commercial Manager. The sound levels of any amplified equipment may be limited by the designated staff member or any other authorised person. You, the Hirer, will be present at the venue at least 30 minutes before the stated Event Start Time to meet the designated staff member.  **Entry Charge / Tickets** : Hirers may not charge an entry fee without prior permission of the Commercial Manager. Tickets must be issued if an entry fee is charged. A ticket stub must be kept by the Hirer as proof of sale and for event attendance levels to be monitored. Tickets must be printed by the Student Union. Please speak to Gillian Fortune, Executive Assistant in the General Office for your ticket requirements. Please allow at least one weeks notice for the production of the tickets. All tickets will include the following “Students and Guests over 18 only. Management reserves the right to refuse admission”.  **Publicity / Marketing** : The Hirer will ensure the event is well publicised and marketed. All publicity materials must include the Student Union footer image which can be downloaded from www.hwunion.org/venue. All posters must have an authorisation stamp only available from the Student Union Reception. Failure to follow these rules may result in the posters being withdrawn at the Hirer’s expense. For information / assistance on printing your posters please contact the Student Union Reception. Your event can be advertised on the Student Union website, for more information please ask at the SU Reception. | | | |
| **Agreement** : I the Hirer, agree to be in the Student Union building at least 30 minutes before the event starts to meet and speak to the designated staff member. I agree to abide by the terms of the Student Union booking conditions, as stated throughout this form. If I require a bar, I agree to pay a £25 deposit, and any other expenses as requested. | | | |
| **Signed** |  | **Date** |  |

Please return your completed form to the Student Union Reception either in person or to Union.Reception@hw.ac.uk, who will advise on the next steps required to complete your booking. For more information, please visit www.hwunion.com/bookings