Ball Planning Guidance.

This guide is aimed to help you organise your society ball, and includes a list of ball venues, top tips and a checklist. You can book in a meeting with your Student Group Coordinator at any stage to discuss your ball: society.coordinator@shef.ac.uk

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<tr>
<th>Ball Checklist</th>
<th>Date completed (<strong>/</strong>/__)</th>
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| 1. First thing’s first – you need to decide on your ball venue, date and package. For some ideas, see Appendix 1 of this guide. You should visit the venues you’re interested in booking. When visiting venues, it’s essential that you find out the following:  
• how and when the venue wants paying and if there’s a deposit;  
• what are the ‘minimum contract numbers’? The venue WILL charge you for a minimum amount of attendees, even if you haven’t sold enough tickets. You should try to negotiate lowest minimum contract numbers as possible to ensure you won’t make a loss;  
• are there any hidden costs (e.g. security)? Does the price include VAT? | |
| 2. Once you’ve decided on your ball venue, package and date, it’s time to do a BUDGET. It’s essential that you get your budget approved from the Activities & Sports Zone before you commit to any payments. This is because ball payments are usually huge and the SU is accountable for ensuring you’ve budgeted properly for large events and balls.  
The Ball budgeting spreadsheet on the Zone Online. You can either:  
• Complete, then email this to t.bowell@shef.ac.uk for approval; or  
• Book in a meeting with your Student Group Coordinator (SGC) to complete the spreadsheet together.  
The spreadsheet also helps you work out what date you will need to stop selling tickets: normally this is a full 3 weeks before the ball (to allow you time to get the final invoice from the venue and hand in the claim form to the Zone to allow 2 weeks for payment to be processed.  
At this stage you will also need to decide whether you wish to open up/use a separate ‘ball’ account to monitor your incoming & outgoings for just the ball (using the code: XB4300). This is a sub-account under your B-account. All money - deficit or profit - will be transfer to your main B account at the year-end in July). | |
| 3. Pay the ball venue deposit if necessary: hand in BACS/Cheque claim form and invoice to Activities Zone Desk by Friday 2pm for payment the following Friday. | |
| 4. Consider any ‘extras’ that you might want (e.g. entertainers, music, decorations), including whether you might wish to ‘theme up’ your ball. You | |
might want to include speeches or awards. For a list of external entertainers, check out the ‘Useful contacts for Events & Balls’ guide on the Zone Online. Make sure these are all within budget.

5 Organise how you’re going to sell your ball tickets. There are a few options available, but remember ball money must always **go into your society account** (either your ‘B’ account or ‘Ball’ account). Options for ticket-selling include:

- **Selling tickets via the SU website (recommended):** Societies can set up events and sell tickets through the SU website, with money going straight into your society account! Check out this page to find out how to set this up: [sheffieldsu.com/societysupport](http://sheffieldsu.com/societysupport)

- **Selling tickets through the SU Box Office:** Societies can get tickets sold through the SU Box Office. Contact them at [boxoffice@sheffield.ac.uk](mailto:boxoffice@sheffield.ac.uk) to find out more;

- **Selling the tickets yourself** – you can take cash or cheques for ball tickets. Make sure that there are at least two of you selling tickets at any one time, and bank this straight away through the Cash Office or drop-safe. Keep all Credit Slip receipts. See Appendix 2 for a cash record template.

The most important thing is that you advertise your ticket-selling times and methods clearly to your members, making deadline clear and stick to it.

6 Once you’ve sold your tickets, you need to provide the ball venue with final numbers straight away and ask them to send you a final invoice ASAP.

7 Pay the ball venue full amount (hand in Claim form and deposit to Activities Zone Desk by Friday 2pm for payment the following Friday). There needs to be enough money in your society account to pay the venue! It might be necessary to show your Credit Slip receipts at the desk if you have deposited money recently which hasn’t yet showed up on your statement.

At this stage you should also sort out any other outstanding payments (e.g. to entertainers, photographers etc.)

8 Make sure the committee know what they’re doing on the day and **SUPPORT EACH OTHER.** Take a moment at the ball to stand back and feel proud of the hard work you’ve put in to allow everyone to have a brilliant time.
Top tips

Do...
✓ Ensure that there is enough money in your B/Ball account to cover the cost of the ball
✓ Advertise the deadline for buying ball tickets as early as possible, and stick to it.
✓ Stick to the financial claim deadline for the Zone Desk: Claims must be in by 2pm on a Friday for payment to be made the following Friday—the ball may be cancelled if payment is not made on time.
✓ Work closely with your Treasurer throughout: s/he should know understanding your society account.
✓ Deposit your cash into your society account regularly via the cash office or drop-safe.

Don’t...
✗ Keep cash in your house! It isn’t insured and you’re liable if it goes missing.
✗ Make large payments to the ball venue with your own personal money. You should always bring an invoice to the Zone desk to pay from your society finance account.
✗ Submit any post-dated cheques to the Finance Office…they may still be banked!
✗ Panic! The Activities & Sports Zone are always here to help you.

Appendix 1: Ball Venues

Below is a list of ball venues that many of our societies have used and enjoyed. Remember to ring each venue to speak to the staff in person to clarify prices and options. Better still – pay them a visit!

Remember that ball budgets and plan need Students’ Union approval. You can find the ball budgeting spreadsheet on the Zone Online, or email society.coordinator@shef.ac.uk for help.

1. University Ball & Events
   Halifax Hall, Inox Dine and Firth Hall (University of Sheffield)
   Email: dine@inoxdine.co.uk

   Our packages boast an arrival drink, a wonderful 3 course meal plus VIP entry to your favourite Students’ Union nightclub. Prices from £25 per person.

   Firth Court:
   The most prestigious and original University building. This traditional venue is located in the heart of the University campus and makes the perfect setting for a memorable evening. Firth Court can accommodate up to 180 guests

   Halifax Hall Hotel:
   This beautiful Victorian mansion has been transformed into a delightful boutique hotel, set in a conservation area and surrounded by beautiful landscaped gardens, Halifax Hall is the ideal venue to enjoy a balmy evening and arrival drink on the terrace with friends.
Inox Dine:
Located on the 5th Floor of the SU Building Inox Dine is rapidly becoming one of Sheffield’s most popular venues, with its stylish interior, stunning panoramic views of the city and private dining for 200 Inox Dine will ensure guests are treated to a night to remember.

2. Mercure St Paul’s Hotel & Spa
119 Norfolk Street, Sheffield, S1 2JE
Tel: 0114 278 2000
Email: h6628-sb2@accor.com
Web: www.mercure.com

The 4-star MERCURE Sheffield St Paul’s Hotel and Spa is a modern hotel in Sheffield, close to the Lyceum and Crucible theatres, and 5mins walk from the train station. The hotel has 163 modern guest rooms, and all rooms have satellite TV and internet access. Relax over contemporary cuisine in The Yard restaurant, or try the Champagne Bar as a stylish spot for a nightcap. Our main banquet room the City Suite can seat up to 300 guests for a gala dinner with two large bars and a pre reception area for your arrival drinks. Please contact the hotel for package prices and availability.

3. Baldwins Omega
Brincliffe Hill (off Psalter Lane), Sheffield S11 9DF
Tel: 0114 255 1818
Email: david@baldwinsomega.com
Web: www.baldwinsomega.com

A family owned business situated just off Ecclesall Road South. The venue has a maximum capacity of 300 and offers an all-inclusive ball price of £33.50 per head. It includes a mojito cocktail on arrival, a four-course dinner, half a bottle of wine per person, resident DJ, balloon table decorations, room hire, security, VAT and a licensed bar until 2am.

4. City Hall
Barkers Pool, Sheffield, S1 2JA
Tel: 0870 121 3690
Email: eventsales@sivltd.com
Web: www.sheffieldcityhall.co.uk

Sheffield City Hall will provide you with a dedicated Event Manager to help you create your event in the Grand Ballroom which features the original illuminated dance floor. As an entertainment venue Sheffield City Hall has a wealth of experience when it comes to event organisation, which means they can take care of everything to ensure your big night is a success in every way. Prices are £35.00 per person inclusive of VAT, a three course meal with coffee, two bottles of wine per table, security, a bar until 2am and a DJ until 2.30am.
5. Hilton Sheffield
Furnival Road, Victoria Quays S4 7YA
Tel: 01142 525 560
Email: events.sheffield@hilton.com
Web: http://www.hilton.co.uk/sheffield

Hilton’s range of all-inclusive packages are available for balls of 50-260 people. Set near the city centre, the events team will endeavour to run every ball within its banqueting facilities, to five star standards. Packages start at £16 per person for a buffet, up to £32 per person for a deluxe package.

6. Kenwood Hall Hotel
Kenwood Road, Sheffield S7 1NQ
Tel: 0114 258 3811
Email: Stephanie.gillingham@principal-hayley.com
Web: www.principal-hayley.com/kenwoodhall

Located in Nether Edge, to the west of the city, Kenwood Hall is set in 12 acres of landscaped grounds and has the capacity for up to 200 guests. Packages are priced at £21.95, £24.95 and £29.95 per person including a disco, buffet or three course meal, personalised menu cards and arrival drinks. Minimum numbers are 100 (but ring to check!)

7. Showroom Workstation
15 Paternoster Row, Sheffield S1 2BX
Tel: 0114 221 0239
Email: conferencing@showroomworkstation.org.uk
Web: www.showroomworkstation.org.uk

Hire the Showroom Café for up to 100 guests with the option of a buffet, or a sit-down meal for 50. Hire the Workstation for up to 250 guests with the option of a buffet, or a sit-down meal for 110. All our buffet and meal options are bespoke to fit your ideas, budgets and themes.

8. Hillsborough Stadium
Sheffield Wednesday Football Club, Sheffield, S6 1SW
Tel: 0114 324 0526
Email: events@swfc.co.uk
Web: https://www.swfc.co.uk/commercial/conference-and-room-hire/

“LET US HOLD YOUR BALLS!!” At Hillsborough Stadium we can create the perfect package for your end of year ball at our fantastic and unique venue! We have 5 suites that can hold between 50 and 300 people with prices starting from £20.00 per person with excellent transport links from the city. To get your unique quote or to book an appointment get in touch today!
9. Holiday Inn (Royal Victoria)  
*Victoria Station Road, Sheffield, S4 7YE*  
Tel: 0114 2526517  
Email: inhouseevents@holidayinnsheffield.co.uk  
Web: www.holidayinnsheffield.co.uk

With its grand exterior and lavish function rooms, this venue creates a picturesque backdrop for a prestigious and exciting night to remember. Prices start from £23 per person which includes, 3 course set menu, disco, room hire, photographer, centre pieces, menu cards, seating plan, cloak room, event coordinator and coloured napkins to suit your colours. Other packages are available please contact the hotel for more information.

Appendix 2:

**Ball tickets record (Example for cash collection)**

**History Ball**

**Details of collection:** 16\textsuperscript{th} May 2017, 10am – 2pm in Jessop West

**Cost of tickets:** £30 for members, £35 for non-members

<table>
<thead>
<tr>
<th>Name of student</th>
<th>Paid (cash or cheque)</th>
<th>How much paid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claire Hall</td>
<td>Cash</td>
<td>£30</td>
</tr>
<tr>
<td>Sarah Jacobs</td>
<td>Cash</td>
<td>£30</td>
</tr>
<tr>
<td>David Plant</td>
<td>Cheque</td>
<td>£35</td>
</tr>
<tr>
<td>Scott Ridler</td>
<td>Cash</td>
<td>£30</td>
</tr>
</tbody>
</table>

**Date/time that money was put into society account:** 16\textsuperscript{th} May at 2.30pm – money given into Cash Office along with a Credit Slip

**Signatures of ticket sellers:**  
Sam McGregor, Treasurer  
Grace White, Social Secretary