



Everything you need to know about...

Room Bookings

in the Richmond Building



BRISTOL SU
the best student life

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The four types of booking – an overview

There are four different mechanism for booking space in the Richmond Building, they are as follows:

- 1) Regular Recurring
During **TB1 and TB2**, **eligible student groups** will be allocated weekly bookings in **activity or meeting rooms** appropriate for their main activity. To be eligible a group must be unable to book an alternative local space free of charge. Regular Recurring bookings are made in the **summer**.
- 2) PAF Bookings
During TB1 and TB2 the Pegg Theatre and Winston Theatre are reserved for student groups who are part of the Performing Arts Forum (PAF) for both shows and rehearsals. This space is not bookable for any other groups unless arranged with PAF or the Bristol SU Events team.
- 3) Special Event
During **TB1 and TB2**, **all student groups** can request to put on a Special Event in the Richmond Building. Special Events are held in the **Anson Rooms** only. Our Events and Tech teams will help you to plan your event. We do not charge for the venue, however there will be an additional charge for any technical requirements.
- 4) Short notice - also known as 'ad hoc'
Year round, any **activity rooms** and **music practice rooms** still available after Regular Recurring and Special Events bookings have been made, can be booked by **all student groups** and **individual students**. These bookings can only be made **within 3 weeks** of the desired date and are for the room only i.e. no extra equipment will be provided.

Type 1. Regular Recurring

Our students decided that if your student group is unable to use a free local space (i.e. the pub) for your main activity, you are eligible to make Regular Recurring bookings in the Richmond Building, in rooms appropriate for the type of activity you will be doing.

Example

If you are a dance society and have to pay for a venue elsewhere with a sprung floor, you will be eligible. If you are a debate club, and have free use of a pub function room, you will not be eligible.

To help us determine whether groups are eligible, the committee members designated as responsible for Room Bookings will be sent a survey in the summer and asked to submit information on their room needs, upon receipt of this information the SU will consider these requests.

Eligible groups will be allocated time in the building based on their preferences. The total amount of time will be limited by our capacity, and we will prioritise on the basis of whether the activity:

- Is led by external instructors/facilitators
- Uses equipment that cannot be removed from the building
- Involves a large number of students

During TB1- after welcome week and in TB2, room availability for Regular Recurring bookings is as follows:

	Anson Rooms	Carpenter Room	Other Activity Rooms	Meeting Rooms
Monday	5pm -11pm	8am – 11pm	5pm -11pm	6pm -11pm
Tuesday	Special Events Only	8am – 11pm	5pm -11pm	6pm -11pm
Wednesday	Special Events Only	8am – 11pm	1pm -11pm	6pm -11pm
Thursday	Special Events Only	8am – 11pm	5pm -11pm	6pm -11pm
Friday	Special Events Only	8am – 11pm	5pm -11pm	6pm -11pm
Saturday	Special Events Only	8am – 11pm	5pm -11pm	6pm -11pm
Sunday	Special Events Only	8am – 11pm	5pm -11pm	6pm -11pm

Please note: Regular room bookings may be disrupted by some key events and activities that are of benefit to the wider student body.

Deposit Scheme and Strike System

This year we are reintroducing the room bookings deposit scheme and strike system in an effort to cut down on no-shows (groups who request regular bookings and then don't use them). If your group are allocated regular room

bookings in the Richmond Building you will pay a £60 deposit, which will be refunded at the end of the year. Bristol SU operates a “three-strike system”, whereby failure to adhere to room bookings terms and conditions will result in a warning, and may result in room booking privileges being revoked, any bookings in place being cancelled and forfeiture of your group’s £60 deposit.

Type 2. PAF Bookings

As performance art spaces the Pegg Theatre and Winston Theatre are not available for regular room bookings. These rooms should only be used for performances and rehearsals which are booked via the Performing Arts Forum (PAF) or Special Events process. Ad hoc bookings in these spaces can only be made by PAF groups.

PAF Groups

Currently there are 10 student groups recognised as part of the Performing Arts Forum: A Capella, Dance Society, Drama Soc, improv, Music Theatre Bristol, Bristol Operatic Society, Panto Soc, Revunions, Spotlights and STA

PAF groups are now also able to book the Gromit room on an ad-hoc basis **4 weeks** in advance of the date of booking.

Type 3. Special Events

Special Events are generally student-led events and represent a well-attended showcase or celebration of our student groups. Examples of this would be, galas, shows, and fairs. The Special Events category also captures the gigs and shows that our Events team schedule for our students as well as extending viewership to the paying public.

All student groups are eligible to request to run a Special Event in the Anson Rooms, and our Events team are on hand to support the planning, budgeting and delivery of the event. There is no cost for the venue hire, and we will help you to budget for separate costs such as equipment, technicians and promotion.

To make good use of the Anson Rooms, Special Events are for reasonably large Events, benefiting the majority of a student group’s members preferably the broader student population too. This means that unfortunately the Special Events process isn’t suitable for smaller scale events, and these groups will be asked to use the ‘short notice – room only’ booking process instead.

The process for requesting to run a Special Event in the Anson Rooms is to complete the form on [our website](#). Our Events Team will then get in touch to let you know if your request has been successful with potential dates and what the next steps for planning the event should be. Please note that you will be asked to offer a time period rather than a specific date so that the events team can create the best overall programme for our students.

Special Events take place in the Anson Rooms on Tuesday - Sunday. If no event has been scheduled for those days two weeks in advance the date, the space will be made available for 'short term/ad hoc – room only bookings' instead.

Example

If you want to put on a talent show and invite 400 students to attend, the special events process is suitable. If you want to run a small charity quiz for 40 of your members, the 'short notice room only' process is more appropriate.

Type 4. Short notice (AKA Ad Hoc)

We recognise that sometimes student groups need space at short notice, for AGMs, extra rehearsals or competition practice time. For this we have a third booking process called 'Short notice – room only' or 'ad-hoc bookings'.

When booking a room through this process you get access to the room and any equipment that is built in. Unfortunately, you will not be able to request additional 'tech' such as projectors, speakers, microphones etc. This process can be used by any student group or individual student to book available space immediate two-week period.

For activity rooms, to book a space through the 'ad-hoc - room only' process, please first check the online system for availability. If you can see that the room is available at the time you want within the next three weeks, please contact our Student Services reception desk to make the booking **in person**, or **over the phone**. *Please do not email the mailbox to make an ad-hoc booking.*

Address: 3rd Floor, Richmond Building, Queens Road, Bristol

Telephone: 0117 3318600

Example

On Monday 10th October, students make a short notice – room only booking up to Monday 31st October, but no later.

The only exceptions for Ad-hoc bookings is PAF groups (who are able to book the Gromit room up to **4 weeks** in advance on the booking) and groups with pre-existing regular room bookings who are able log onto the booking system themselves and make up to three hours of ad-hoc bookings per week.

The process is slightly different for booking our Music Practice rooms. If you would like to make a music room booking please get in touch with Student Services using the contact details above, they will issue you with a username and password, and you can use these to book a slot in one of our three rooms using our online system. Please only book for the amount of time you need and cancel the booking online if you are unable to attend your slot, these bookings operate on a trust basis and once your booking is in place you make the room unavailable to others.

Booking University rooms and space in the community

Student groups are free to make their own bookings for space on precinct through the university, or with local community organisations.

Where possible the SU will endeavour to assist, this might be helping groups to navigate the university booking process, looking over a contract before groups sign, or in some cases we may be able to help groups to negotiate for a better deal.

If you require more information regarding the various rooms at the Union that are bookable by student groups please consult our Richmond Building Room Guide!

We have compiled a list of [External Venues](#) which details various alternatives spaces in the local community that are available to book for student groups.

To book space on campus via LFM visit their [webpage](#) on the University of Bristol website.