



GLASGOW UNIVERSITY UNION



AFFILIATION AND ASSOCIATION: INFORMATION FOR CLUBS AND SOCIETIES

2022/2023

Welcome

Hello,

Welcome to the information pack for clubs and societies wishing to apply for affiliation or association with the GUU for the 2022-2023 academic year.

Currently, we have two packages available. This document will outline what each package offers.

The packages provide your club or society with a range of benefits, including free or subsidised room hire and discount prices on food and drinks.

You will be able to apply for each package by filling out the forms on the GUU website and Facebook page from **July 5th 2022**. You can apply for both packages as the number of clubs and societies that are offered association is limited. The deadline to apply for association is **July 25th 2022**.

Please note that every application needs to be passed by the Board of Management during their monthly meetings before being confirmed.

We look forward to welcoming you to the GUU for a great term!

Best wishes,
Mark Sullivan
Assistant Honorary Secretary



For any queries on affiliation and association please contact assthonsec@guu.co.uk.

General information

GUU room opening times

Room	Mon-Wed	Thurs-Fri	Sat	Sun
Alcove	11am-12am	11am-1am	11am-1am	12pm-11pm
Bridie Library	9am-11pm	9am-1am	10am-1am	12pm-11pm
Reading Room	9am-11pm	9am-1am	10am-1am	12pm-11pm
Drawing Room	6pm-11pm	6pm-1am	10am-1am	12pm-11pm
Dining Room	9am-11pm	9am-1am	10am-1am	12pm-11pm
Debates Chamber	9am-11pm	9am-1am	10am-1am	12pm-11pm
BASE Bar	5pm-11pm	Thurs 5pm-9pm Fri 5pm-1am	5pm-9pm	N/A
The Well	5pm-11pm	Thurs 5pm-9pm Fri - N/A	5pm-9pm	N/A

Catering options

We offer a wide variety of catering at the Union. Whether it is a formal dinner or a quick bite to eat our catering team can help accommodate your needs, don't be hesitant to ask if you want anything specific. Here are some samples of what we can offer:

Type	Price
Finger food buffet	£7.50 per person
Buffet dinners	1 course - £10 per person 2 courses - £14 per person
Banquet dinners	Menu - £25.00 per person If you would like to have a choice of dishes then an additional charge of £2 per person applies. This price is based on a choice of two starters, two mains and two desserts along with a veg/vegan option – this does not include menus that accommodate special dietaries
Table wine	Please see drinks prices. Maximum half bottle per person can be pre-ordered for dinners
Food on the go/Social menus	Prices start from £4.50 – Please see beer bar menu for full options

Prices include VAT however may be subject to change. Please check with the events office for full price details.

Room hire and block bookings

Room hire

There are a variety of rooms that can be booked in the GUU.

From formal dinners to social events we have lots of spaces to accommodate your club or society. Rooms fill up quickly therefore it is important to book your specific calendar dates as early as possible.

We try our best to accommodate all, if we don't have your first date available we will try and offer you alternative dates.

For full information and advice on organising events at the GUU then please see our new "How To" guide which is available at www.guu.co.uk or from the events office.

Block bookings

Block bookings run from September to February and are allocated on a Sunday, Monday or Tuesday. Block bookings for Wednesdays for Base, Well, HIVE or Reading Room apply for associated clubs and societies only.

We no longer take block bookings for March due to the high demand for rooms, however, you can apply to extend your block booking in January if you wish to continue after the end of February.

Block bookings open in June each term and are on a first come first serve basis. To apply for block booking you must complete and return the block booking application form online or to the events office.

You are entitled up to a maximum of two 4 hour booking slots for block bookings. Extended time will be granted if the space is available but please consider other groups when requesting your block booking.

You will be allocated the time and space required if available, however, the GUU reserves the right to amend/cancel bookings at any time given the appropriate notice.

You must stick to the rooms, dates and times given. If you do not require any certain dates booked you must inform the GUU as soon as possible to allow the room to be reallocated.

If rooms are booked and you fail to show up without notice then this could result in your block booking being cancelled.

All our room bookings are made through our Conference and Events Sales Manager Gemma Higgins at ghiggins@guu.co.uk. It is encouraged that you book in as early as possible. Block booking forms will be available online but all other enquiries are through email or in person to the events office.

Package 1 – Affiliation

Affiliation is the basic tier that clubs and societies can apply for. It is most suited to clubs and societies that run regular classes and meetings throughout the year with occasional social events.

Affiliation is not limited to the GUU and therefore you may be affiliated with another venue as well as with us.

Affiliation benefits include:

- Opportunity for block bookings
- Free room hire on Sundays, Mondays, Tuesdays and before 6pm on Wednesdays
- Reduced weekend room hire rates
- Discounted catering rates. 10% off beer bar and Union kitchen menus when booking a social or meeting.
- Affiliated drink rates with a scheduled event within the GUU
- Earn loyalty points throughout the year

Affiliated room hire

Room	Sun-Tues	Wed	Thurs	Fri-Sat
Alcove	Free	Free	Free	Free
Bridie Library	Free	Free until 6pm £25 after 6pm	Free until 5pm £30 after 6pm	Free until 5pm £65 after 5pm
Reading Room	Free	Free until 6pm. After 6pm £150 bar deposit No bar £55	£150 bar deposit No bar £85	£90
Drawing Room	Free	After 5pm - £150 bar deposit No bar £55	£150 bar deposit No bar £85	£90
Dining Room	Free	Free until 6pm. After 6pm £150 bar deposit No bar £85	£150 bar deposit No bar £210	£210
Debates Chamber	Free	Free until 6pm. After 6pm £150 bar deposit No bar £85	£150 bar deposit No bar £210	£210
BASE Bar/Well Bar	Free	Free until 6pm. After 6pm £150 bar deposit No bar £55	£150 bar deposit No bar £85	£90

Affiliated drink prices

Drink	Affiliation Price
Keg of Beer	£242.00 per keg
Keg of Cider	£259.00 per keg
Crates of VK/Reef	£48.00 per case
Crates of Coors	£48.00 per case
Crates of Peroni	£55.00 per crate
Crates of Corona	£55.00 per crate
Bottles of House Wine	£12.00 per bottle
Soft Juice	£2.50
Blackcurrant	£2.50
Corkage Charges	£5.00 per bottle of wine

Package 2 - Association

Association is the second tier that clubs and societies can apply for. Clubs are able to strengthen their ties with us and will be offered even cheaper room hire and drinks than affiliated societies.

Association is best suited to clubs and societies that run weekly or regular social events within the GUU along with meetings or otherwise scheduled events. Association is limited to 6 clubs and societies in any year.

Association benefits include:

- Opportunity for block bookings
- Free room hire on Sundays, Mondays, Tuesdays and Wednesdays
- Reduced weekend room hire rates
- Discounted catering rates. 15% off beer bar and Union kitchen menus when booking a social or meeting.
- Associated drink prices
- Earn double loyalty points throughout the year
- Guest list entry to HIVE nights (must be pre-arranged with Asst Hon Sec)
- Opportunity to collaborate on themed HIVE nights

Associated room hire

Room	Sun-Tues	Wed	Thurs	Fri-Sat
Alcove	Free	Free	Free	Free
Bridie Library	Free	Free	Free	Free
Reading Room	Free	Free (Terms and conditions apply)	£100 bar deposit	£85
Drawing Room	Free	Free (Terms and conditions apply)	£100 bar deposit	£85
Dining Room	Free	Free (Terms and conditions apply)	£100 bar deposit	£170
Debates Chamber	Free	Free (Terms and conditions apply)	£100 bar deposit	£170
BASE Bar/Well Bar	Free	Free (Terms and conditions apply)	£100 bar deposit	£85

Associated drink prices

Drink	Affiliation Price
Keg of Beer	£242.00 per keg
Keg of Cider	£259.00per keg
Crates of VK/Reef	£45.00 per crate
Crates of Coors	£45.00 per crate
Crates of Peroni	£50.00 per crate
Crates of Corona	£50.00 per crate
Bottles of House Wine	£10.00 per bottle
Soft Juice	£1.50
Blackcurrant	£1.50
Corkage Charges	£3.50 per bottle of wine

Terms and conditions

Rooms

It is important to inform the events office of your key dates well in advance. We have a high demand for rooms, therefore, the sooner you have your big events booked the better.

Rooms and the types of events held are subject to availability but we will always try and accommodate the best we can.

The Bridie Library is not available during exam periods.

When a room is booked free of charge we ask that the society clears the room before leaving. If the room is left in an unfit state the club will be asked to clear it or a cleaning charge of £50 will apply. We also ask that furniture is not moved in the rooms as this causes damages to our floors. If you require to move furniture please consult with the Duty Manager. All furniture moved in and from rooms should be placed back at the end of the event.

Table linen can be ordered if required and will incur a surcharge when room hire is free. Staff costs may apply where bookings are for out with normal opening hours. There is a staffing charge if set up and breakdown of a room is required as free room hire does not include this.

Minimum numbers of 25 people in the Bridie Library, 50 in the Drawing Room and 80 in the Dining room apply when booking a dinner. You may be relocated to a more suitable room if the minimum numbers are not reached

Loyalty points

With the packages we offer a point reward system for any social events. Any money spent on the bar during booked events builds up points to spend throughout the year or at the end of term. Points must be used by the end of the year and won't be carried over.

The Alcove may be booked for socials, however, it does not count towards any points for affiliated and associated clubs.

Due to feedback from previously affiliated and associated clubs the Assistant Honorary Secretary is looking to streamline the process in which clubs and societies earn and spend loyalty points. Due to this, the current loyalty point scheme could be subject to change before the start of term.

Terms and conditions cont.

Catering

Catering for events must be confirmed no later than 3 weeks before the event. Failure to do so will result in the previous numbers or menus chosen and given being the amount catered for.

There is an additional charge of £2 per person for a choice of menu. This is determined as any given choice to your members for dinners (excluding vegan and vegetarian options).

The GUU does not allow food to be brought in by any club or society. Any food brought in will be confiscated.

Beer bar and social food menus will be coming soon therefore please ask our events office for more details.

Bars and alcohol

Bar deposits are refundable if the bar takes over £250. This will not be refunded on the night of the event and only through the events office. A minimum number of 25 is required to make use of a bar deposit instead of paying for hire.

The GUU does not allow clubs and societies to bring in their own alcohol unless for cheese and wine nights that have been arranged prior to the event with the events office. Corkage charges apply for these types of events.

General

The full list of our terms and conditions for rooms bookings are sent out when booking a room for block booking or one off events. Please be sure to read, sign and return these in order to follow with the terms and conditions for bookings. Failure to return booking contracts and terms and conditions will result in your event being cancelled.

All charges should be paid before your event takes place. Failure to do so may result in your event being cancelled.

Please note packages and prices may be subject to change. We will notify you in advance where possible of these changes.