



GLASGOW UNIVERSITY UNION



**AFFILIATION AND ASSOCIATION:
INFORMATION FOR CLUBS AND SOCIETIES**

2023/2024

Welcome

Hello,

Welcome to the information pack for affiliation and association applications with the GUU for the year 2023-2024.

Affiliation is the first package we offer, this includes a range of benefits you will find described within which will provide discounts on most of what we offer.

Association is the second package and is for clubs who hold a significant amount of events with us and who use our venue for a variety of socials and dinners. Due to the benefits offered within this, we have a limited number of available spaces.

The deadline for all applications will be on the 18th of July so I would urge you to fill out the form with haste.

All applications must be approved by the Board of Management at their monthly meetings before confirmation is sent out.

This upcoming year is a very exciting one for the union and we are working hard to offer the best possible offerings. As the year goes on we will be working on various projects involving clubs and societies and I really look forward to seeing as many of you as possible at the start of next term.

Best wishes,

Jago MacInnes

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

Thursday Clubnights

Thursday night is our famous HIVE night, with a newly refurbished club. This is an evening where it would be fabulous to see as many of the affiliated and associated clubs as possible and our hope is to run some collaboration nights, so please do get in touch if this is something you are interested in. There is a significant scope for shenaneganery and as a student union we are well equipped to run those kind of events.



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

Your Events at GUU

At Glasgow University Union we can accommodate all of the events in your club or society's calendar. From the larger spaces such as the Dining Room and Debates Chamber which can accommodate over 100, to the smaller Drawing Room and Bridie Library, we have plenty of options to suit. If you're looking for catering, we have plenty of reasonably priced options which are extremely competitive compared to other venues in Glasgow.

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.

Dinners, Balls and Buffets

We are set up to cater to both large and small events, and have plenty of options for you to choose from.

Every year we host a wide variety of affiliated events, including Winter Balls, Annual Dinners, Burns Suppers, and Alumni Dinners.

Take a look at our menu's overleaf, and please get in touch if you think there's anything we can do to help.



Ceilidhs, Quizzes and Socials

Every year we host hundreds of ceilidhs and dozens of quizzes, and we're the ideal place to host any other socials you might have.

With free room hire as long as you make the bar deposit most of the week, and reasonable prices on the other days, you can keep ticket prices for your members as low as possible.

And if you want to make more of an event of it, talk to us about options for drinks receptions and nibbles.



Talks, Presentations and Conferences

If you want to book a space for one of these events, get in touch with us and we'll see what we can do for you. We have plenty of experience with these and we can provide speakers and projectors for your events if required.

AGMs

We have plenty of options on spaces, and the extension rooms such as Base and Well can also work well for these meetings. If you're doing awards as well, this can be a great time to look into buying your discounted crates of VK.

For full information and advice on organising events at the GUU please see our new "How To" guide at guu.co.uk

Menus



GLASGOW UNIVERSITY UNION AFFILIATED BANQUET MENU



STARTERS

- Courgette and mint soup served with freshly baked bread
- Thai spiced carrot and coconut soup served with freshly baked bread
- Smoked mackerel pate with oatcakes, endive salad and red pepper and blush tomato salsa

MAINS

- Chicken breast with potato gratin, carrots, peas and gravy
- Roast pork porchetta with steamed baby potatoes and salsa verde
- Oven roasted chicken breast with chive mash, peas and creamy mustard gravy

DESSERTS

- Union Mess (Meringue with cream and strawberries)
- Chocolate and hazelnut tart with vanilla ice cream
- Banoffee pie with vanilla ice cream



VEGETARIAN AND VEGAN OPTIONS

- Smoked aubergine bruschetta with salsa verde, pomegranate and endive salad
- Tomato, basil and pesto soup served with freshly baked bread

- Indian spiced potato cake with dahl and beetroot chutney
- Roasted squash with crispy kale, feta, dates and a butterbean puree

- Apple nut crumble with vegan ice cream
- Chocolate brownie with vegan ice cream

All menus served with freshly brewed tea or coffee and sweet treats

Two Courses - £20 per person
Three Courses - £25 per person



GLASGOW UNIVERSITY UNION EVENING BUFFET MENU



HOT BUFFET

Please choose three dishes:

- Pork and oyster sauce stir fry noodles
 - Asian vegetable sesame noodle stir fry (v/vgn)
 - Chicken and leek pie with mash potatoes
 - Cottage pie with greens and carrots
 - Lasagne with garlic bread and salad
 - Vegan lasagne with garlic bread and salad
 - Aubergine and potato curry with rice and pitta
 - Chicken and potato curry with rice and pitta
- Main dishes are served with chef accompaniments

Please choose two dishes:

- Strawberry meringue with whipped cream
- Chocolate brownie (vgn)
- Banoffee tart

One course
£14 per person

Two courses
£18 per person

FINGER BUFFET

Please choose from:

- Selection of ciabattas and wraps (meat/v/vgn/gf/df)
- Pork sausage rolls
- Vegan spring rolls with sweet chili dip
- Traditional haggis bon bons served with peppercorn sauce
- Vegetarian haggis bon bons served with peppercorn sauce (v)
- Chicken pakora with coriander & tomato chutney (gf/df)
- Vegetable pakora with coriander & tomato chutney (vgn/gf/df)

3 choices (5 items per person)
£9.50 per person

5 choices (8 items per person)
£14.00 per person

We are also able to provide more casual, or more bespoke options. In the past year we've hosted food for socials from the Union Kitchen, and takeaway pots of curries and chillis for large events. Get in touch and we'll see what we can do!

Prices and options are for 22/23 and subject to change. Contact us for current menus.

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 Team at events@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 exclusive to the GUU so if you want to affiliate with another venue as well as us, you can.

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.
- 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

Keg of Carling Lager (Available in Extension)	£246.40	(£2.80 / Pint)
Keg of Madri (Available in Main Building)	£299.20	(£3.40 / Pint)
Keg of Carling Cider	£246.40	(£2.80 / Pint)
Crate of VK/Reef	£42.00	(£1.75 / Bottle)
Crate of Staroprammen/Equivalent	£42.00	(£1.75 / Bottle)
Bottle of House Wine	£11.00	
Soft Drinks	£2.50	
Blackcurrant	£2.50	
Corkage charge	£3.50 / wine bottle	

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.
- Associated drink prices with a scheduled event within the GUU
- Gold Cards for club executive members: Bar credit / vouchers based on how many of your club members you bring into HIVE Thursdays and how much your club spends.
- 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

Keg of Carling Lager (Available in Extension)	£242.00	(£2.75 / Pint)
Keg of Madri (Available in Main Building)	£294.80	(£3.35 / Pint)
Keg of Carling Cider	£242.00	(£2.75 / Pint)
Crate of VK/Reef	£42.00	(£1.75 / Bottle)
Crate of Staroprammen/Equivalent	£42.00	(£1.75 / Bottle)
Bottle of House Wine	£10.00	
Soft Drinks	£2.50	
Blackcurrant	£2.50	
Corkage charge	£3.50 / wine bottle	

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.

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

Bar Tabs

These are available only to associated clubs and will replace loyalty points. These will be tracked by us and then you can advise us as to when you would like them opened and they will be made available, we can discuss at which bar or event you would like to spend it.

Terms and conditions cont.

Catering

If you are looking for catering for your event this must be confirmed no later than 3 weeks before the event, with final options decided a week before. 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.

Additional options may become available for catering, so please contact the Events Office for our latest menus.

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.