

## **Society Ball Guidance**

If you are planning a society ball or private hire of a large venue, **please let the societies team know before signing any contract or paying a deposit.** Failure to do so will result in the ball/event not being recognised and supported as an official society event and will leave the organiser personally liable for costs incurred.

### **Society Ball Requirements**

Society Balls will only be approved if the following criteria are met by the society. Please fully consider if your society meets our criteria before sending an events proposal form to the Student Groups team.

The number of standard society members, at the time of booking, must be 20% more than the required minimum attendees set by the venue. (i.e., minimum capacity 50 = your memberships must be at 60)

The society must have the funds in their society account to cover the deposit/ cancellation fee at that current time. This can include any funding that a university department is giving the society for the event, this must be confirmed in writing by the department and shared with the Student Groups team. Should this money be used to cover a deposit/cancellation fee this will come from the society account and HSU will not be able to reimburse money lost due to cancellation.

### **Society events process**

If you meet the above criteria, please follow the usual [societies events process](#), submitting any paperwork to the societies team to review.

### **Gathering Interest and Deposits**

Before signing a contract, you must add a deposit to Native, our recommended amount is £10 the deposit should only be available to society members. Once the number of deposits sold corresponds with the minimum number of required attendees set by the venue you can, after seeking approval from the societies team, sign the contract.

If at this stage, you do not reach the minimum number of attendees outlined on the contract we can issue a full refund to all students who have paid.

### **Event planning and payment**

All tickets and deposits for balls must be sold through Native. *Note: Native payments take two weeks to be transferred to society accounts.*

Once a society ball is approved responsibility lies with the committee including advertising, promotion, and ticket sales.

If you require guidance with the event, we recommend attending one of the [Event Planning Surgeries](#) in which you can discuss specifics with a member of the events/ societies team.

### **Alternative Options**

If your society doesn't reach our minimum criteria there are other options available for your society to celebrate together. Booking a meal or hiring a smaller space within a venue are usually much more cost effective and with a more flexible arrangement.