**Venue Booking Guidance**

This guide will provide an overview of the rooms and venue’s available to be booked through Affiliation with Dundee University Students Association (DUSA), how to book them and best practice tips when doing so.

**What is Available?**

Currently, DUSA has a range of performance, recreational and meeting rooms/venues available to be booked by any Affiliated Society. These include:

* A stall in Reception or outside the DUSA building.
* Air Bar.
* Bonar Hall – Main Hall.
* Bonar Hall – Ustinov Room.
* Carnegie Suite.
* Floor 5 – Capacity.
* Games Room (Floor 4).
* Liar Bar.
* Meeting Room 1.
* Meeting Room 2.
* Mono.
* Pavement Café (Evening Only).

To make a booking within the DUSA Building, please use the DUSA Room Booking System on our website.

As a DUSA Affiliated Society, It is also possible to book venues through the [University of Dundee’s Student Room Booking Portal](https://www.dundee.ac.uk/roombookings/student-booking/). Please note, DUSA is not responsible for these bookings in any way and the University has the final say on all matters here.

**Bar Hire:**

If you would like to request the staffing of one of our bars that are typically closed – Air Bar and Bonar Hall, we ask for a conditional deposit to be placed. This deposit is as follows:

* Air Bar - £30.
* Bonar Hall - £50.

The deposit can be reclaimed provided the required bar spend is achieved. The required spend for each venue is as follows.

* Air Bar - £100.
* Bonar Hall - £150.

Should this amount not be achieved then the refund will be kept by DUSA in order to cover staffing costs for the event.

**Best Practice:**

When making a booking within DUSA, there are several things to think about when making your request. For example, have I accurately filled out the form and understood what has been asked?

One of the most common issues is Societies underestimating their attendance. We have caps on our attendance for each room due to logistical issues and general health and safety. If you feel you might exceed the stated attendance when booking the venue, get in touch at the earliest possible opportunity. If not, you run the risk of Members being turned away.

Recurring Bookings:

Recurring bookings are requested in the same manner as a normal booking however you just state the dates/days and times the bookings are required in the additional comments section.

If you are unable to attend a recurring booking, it is of paramount importance that you let us know as soon as possible so that we can free this space up for another Society. Even if it is only for a day or two.

* If you fail to attend 3 separate bookings in a Semester without letting us know, all room booking privileges for the Semester will be revoked.

Please note, due to limited space we ask that you please be understanding of any issues you face when trying to book venues. From time-to-time we may be in touch to ask you to relocate or reschedule a booking so that Societies who have not had bookings can get in for a one-off event. If possible, we will offer you a similar venue at the same date/time.