



SOCIETY VENUES HANDBOOK

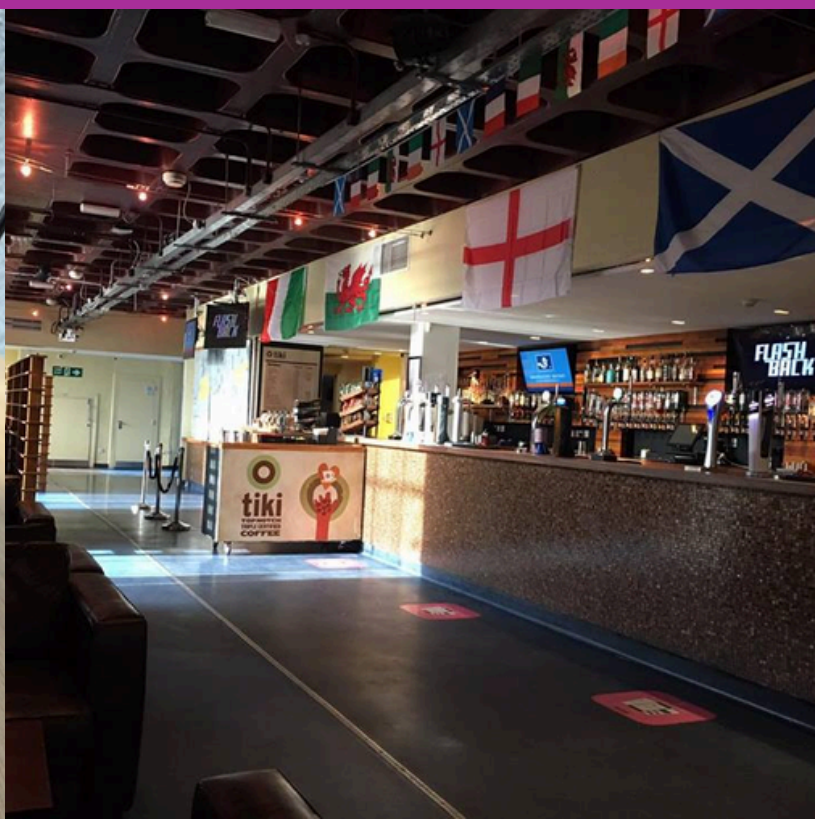
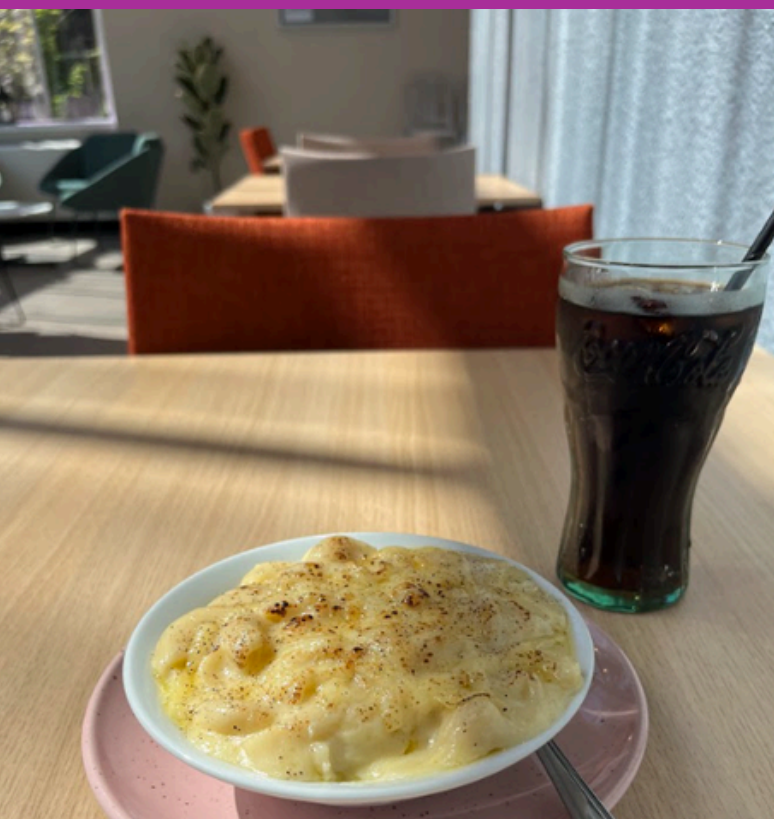
everything to know about our venues at DUSA

The Liar

Cafe

The Liar is a great option for a wide variety of events, from quizzes, to coffee catch-ups, study groups, and more. If you need an open space, or possibly a bar, this might be the venue for you.

- Different booking options available
 - Comfy (back area with sofas)
 - Window area
 - Main area in front of bar
 - Entire space
- Bar can be open for food and drink
- Tech support available if required
- Only available after 4pm



Pavement CAFE

Pavement is good for a cafe set up or can also be used as an open space for things like sales, physical activity like dances, or quizzes. It's useful if you don't need as much space as Liar, or if you need an open space during the day when Liar isn't available.

If it's warm, doors leading to The Terrace can be opened to increase ventilation.

- Full space can be booked
- Close proximity to Liar for food or drink
- Tech support available if required
- Available all day



THE TERRACE

The Terrace is our outdoor space, with beautiful views to Airlie Place and over the Tay. It's great for group activities, especially in the summer!

If bookings for the Terrace are affected by the weather, we will aim to relocate your booking whenever possible.

- Full space can be booked
- Outdoor open air space
- Close proximity to Liar for food or drink
- Tech support available if required
- Available all day



DUSA RECEPTION

Our Reception area is a great place to set up a stall if you're selling tickets for an event, running a bake sale, or something similar where you're hoping to grab the attention of people passing through.

You can decorate the table, or use speakers if you want, but make sure not to block any exits.

- Stall bookings for ticket sales, bake sales, awareness campaigns only
- Indoor or outdoor stalls available
- Tables and chairs can be provided
- Available 9am-5pm



Bonar *Hall*

Bonar Hall is a venue jointly operated by DUSA and the University. It's a great venue for large capacity events like shows or concerts, ceilidhs, parties, balls, conferences, and more. A bar can be opened if you'd like to serve drinks during your event. You can book either part of the venue, all of it, or a combination of its parts:

- Main hall (downstairs large hall)
- Ustinov Room (upstairs large room)
- Downstairs foyer/cafe
- Upstairs foyer



Bonar*Hall*

Main Hall

- 300-600 capacity
- Set-up variable, including tables, decorations, bleachers, and tech support
- Bar can be set up inside hall
- Booking includes downstairs foyer

Ustinov Room

- Hybrid meeting set-up
- 100 person capacity
- Booking includes upstairs foyer

Both available all day and for evening bookings.



GLOBALROOM

The Global Room is a University of Dundee community space on campus and societies can book the area from Monday to Friday for meet ups during the day or events after 17:00. Get in touch with Anya, Global Room Coordinator to find out more.

If you would like to book this space, please email globalroom@dundee.ac.uk directly, copying in societies@dusa.co.uk into the email.

- Full space bookable
- Tables/desks and chairs available, ideal for game nights, study sessions or quizzes
- Capacity of 80
- No alcohol permitted





University of Dundee **SPACES**

University spaces such as lecture halls, classrooms or screening rooms should be booked through the University's central booking system.

If you are looking to book a University space for after 5pm or at the weekend, please ensure you inform the Campus Security team by emailing security@dundee.ac.uk with the form found here on the DUSA website.

Please also let any reception staff in the building know about your event so they can direct any attendees to where they need to go - this is especially important for bookings open to members of the public.

ADDITIONAL SUPPORT

Catering

- Bars in Liar and Bonar Hall can be opened upon request, minimum spend applies.
- Prosecco (and alternative) for drinks receptions can also be provided on request.
- We can provide food catering on request.

Security

- For large events, we can arrange to have our Customer Safety staff on site to manage security.

Tech support

- We have a talented tech department who can set up light and sound for any events, and if needed, can be onsite throughout to provide assistance.

MAKING A BOOKING

To make a booking:

- Visit dusa.co.uk/societies/book-a-venue
- Fill in the required information such as event specifics, number of attendees and additional requirements.
- Await confirmation of the availability of your preferred date. This may take up to 72 hours. Bookings requested on Fridays will not be seen until Monday. If your preferred date is not available, we will suggest alternative dates or alternative venues.
- A booking should not be expected to be going ahead until you have received confirmation from DUSA.

Please Note

Some larger bookings, and bookings with requirements such as catering, bar availability and certain tech setups, may incur additional costs. These will be discussed with you once your booking date has been confirmed.

CONDITIONS & CANCELLATIONS

All bookings are subject to some conditions:

- One-off bookings will take precedence over recurring bookings. If you have a recurring booking, whenever there is a one-off booking that clashes with your recurring booking, your booking will be relocated or rescheduled when possible and cancelled only if no other options are available.
- Recurring bookings are a free service offered to affiliated societies. The room booked is to be returned as it was found and bookings are subject to change.
- Stall bookings for bake sales are subject to relevant members of the society having completed bake sale training. If this has not been completed prior to the booking, your booking will be cancelled.
- Bonar Hall bookings when no additional DUSA staff are on site are subject to a minimum of one committee member having completed fire warden training. If this has not been completed prior to the booking, your booking will be cancelled.