



Bristol SU

# **SU Community Spaces**

## **Booking Guide**



Bristol SU

To confirm please email  
[bristolsu-spaces@bristol.ac.uk](mailto:bristolsu-spaces@bristol.ac.uk)

# Why your group might want to run an event



Community



Fundraising for your group or a charity



Gain skills and experience on a large project



Showcase your member's skills

# How to Book Spaces Events

- All booking should come through the [Bristol SU Spaces Booking Enquiries Form](#)
- If you need any advice or guidance please email us on [bristolsu-spaces@bristol.ac.uk](mailto:bristolsu-spaces@bristol.ac.uk)

The more information you can tell us in advance, the quicker we will be able to process your enquiry!

We aim to respond to booking requests and emails within 3 working days.

## Do's

- Come to us early! The earlier you submit your request, the higher the chance of securing your chosen date and time!
- Give us as much information as possible! if we need to chase people for details this slows down the process for everyone!

## Don'ts

- Advertise your event before you have booked the venue!  
**Please do not do this!** Your chosen date may not be available and this will cause a lot of last minute stress and panic!
- Submit your booking request only days/ hours before your chosen date.



Bristol SU



## BALLOON BAR

Located in The Richmond Building, Balloon Bar is a great space for:

- Socials
- Pub quizzes
- Karaoke nights
- Networking events
- Minimal set up craft events

These are just a few ideas of the types of events that can be booked in Balloon Bar. If you have a specific idea of something you'd like to put on that you haven't seen in there before get in contact with us. We'd love to hear your ideas! It has a larger capacity so can fit large groups and is also the only community space where you can have alcoholic drinks (as long as they are provided by the bar).



The Balloon Bar has a small stage, a presentation screen and microphone equipment as well as a karaoke machine available to book. There is no hire fee for students to hire the Balloon Bar! We may charge a small fee if your event needs a lot of help with technical set up however this is a very small minority of events.

# Living Rooms

Located on the fourth floor of Senate House, The Living Rooms are two separate, large rooms that are equipped to host a huge variety of events! These spaces are alcohol free and are community focused. We have several smaller spaces within these rooms you can book out singularly or multiple areas you can book together as part of a larger booking.

## The Breakfast Bar



The Breakfast bar, located in Living Room 1, is a long bench that seats up to 16 people. It has direct access to the kitchen area which includes:

- 2 Microwaves
- A Sink
- A small Fridge
- A kettle and boiling water tap

This area is great for messy craft events where you might want a sink handy to wash up! It's also perfect for any food related events such as themed potlucks or giveaways.

# Living Rooms

## Activity Tables



In both Living Rooms there are long activity tables available to book that seats 15-20 people. These are ideal for craft events, group get togethers, planning sessions, small socials and anything else you might think of!



# Living Rooms

## Mini Living Rooms



The Mini Living rooms are sections found in both Living Room 1 and Living Room 2 with comfy seating that are great for smaller meet ups. Some of these are equipped with TVs, all of which have access to freeview. You can also request use of an HDMI cable to present using the TV. Events that work well in these spaces include:

- Meetings
- Study sessions
- Book club
- Destress events (for example post exam)

# Living Rooms

## Projector Area



Located in Living Room 1 we have a state of the art drop-down projector, equipped with access to a Blue-Ray DVD player, tv channels and HDMI access. It is also linked up to an excellent sound system. This area is great for:

- Movie nights
- Film screenings
- Presentations
- Watch parties



# SU Loft

The SU Loft is located on the ground floor of Senate house. The space works well for a variety of events. Like the Living Rooms, events in this space must alcohol free and community focused.

## Pergola



The pergola is a structure in the entryway to the Loft with tables fixed on 3 sides. This is great for events such as:

- Bake sales
- Info desks
- Drop in sessions.

# SU Loft

## Projector Area



The projector area is the main area of the Loft. Equipped with tables and chairs and a projector that drops down from the ceiling this makes this area work really well for events such as:

- Film screenings
- Presentations
- Meet-ups
- Mingles/ networking events

# SU Loft

## Kitchen



The kitchen is a smaller area equipped with 3 microwaves and a fridge. This area is great for:

- Potluck events
- Smaller more intimate socials
- Meetings

Please note: this area can be booked in combination with the projector area for larger group bookings involving food.

If you feel there is something missing from these spaces or a way we can improve the SU community spaces, please send us an email!

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