

Room Bookings

Whether it's for a committee meeting, a whole society meeting, a social or a workshop, you are most likely to need to book a room at some point during the year.

We can help you to book rooms at the University (both City and Collegiate campuses), or here in the Hubs. It is also possible to book venues in the Hubs for large social events.

As a Hallam society, room bookings are free of charge. Some specific requirements may incur a small charge, for example, bar/security staff, or catering. The University will charge for room hire if the event is open to the public.

How to book a room

On the societies resources page of the Union website, you will find two forms for room bookings. One is for booking a room, venue or stall at the Hubs, and the other is for booking a room at the University. Do check that you have completed all the relevant information, and that you have got the details correct (it has been known for the wrong date to be booked because of a mistake on the form).

University Room Booking Forms

These forms are nice and easy to complete. You tell us what you need in the room, such as space for 30 people, a PC and projector etc. We then identify a suitable room that is available at the time requested. Once you have completed the form, hand it to the Activities and Societies Coordinator, who will book an appropriate room for you. It can take up to 48 hours for the booking to be confirmed, but you will be emailed the confirmation when we have it. Bookings should be made no less than 7 days in advance.

Hubs Room Bookings Forms

These forms are also simple to complete, however you need to tell us what room/venue you would like. If you are unsure about what space you should book, please speak to reception. They will be able to discuss your requirements with you and identify a suitable location.

Once your form is completed it should be given to the Activities and Societies Coordinator who will sign to authorise it. We will then pass the form to the Conference Administrator to book it on the system. If you require the use of any bar, catering or tech support, this will need to be made known at the time of booking. You should expect to contact the relevant staff (bar/catering/tech etc.) yourself to arrange these facilities.

These bookings should also be made 7 days in advance, and no less than 7 days notice will be accepted for bar, catering or tech requests.

Please note that C-pod gets booked up really quickly, so we probably need more than a months notice to secure the date you want.