

## How to book your event

1. Start your Booking request.

<https://www.ivvy.co.uk/VM-483-156-7871895/order/start?v=614446f678342e51e95284ad341b4271>

Follow the link to complete the form. Enter your preferred date, expected number of attendees, choose your event type, and let us know if your dates are flexible. Then click next step.

Southampton University Students Union  
SOUTHAMPTON

1 EVENT DETAILS

Event Date *	Number Of Attendees *
<input type="text"/>	<input type="text"/>
Event Type *	Are Dates Flexible *
<input type="text"/>	<input type="text"/>

or

2 FUNCTION SPACE

3 INSTANT PRICE

2. Choose your functions space and non-catering requirements.


The event booking system will then match your event with the most suitable spaces at SUSU to hold your event. Choose one of the venues by clicking on the picture.

You can then see availability and you will be asked to add your start and finish times of your event. Please select your preferred layout and include any additional items you might need e.g., bar provision, tech\*, safety bus.

2 FUNCTION SPACE

< Day 1 (Thu 23rd Mar) / The Bridge

WANT TO MAKE CHANGES TO YOUR ROOM?



The Bridge  
30 to 250 people

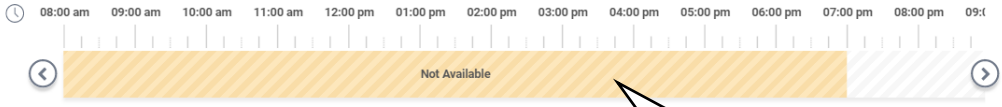
Start Time \*

End Time \*

Number Of Attendees \*

Layout \*

Theatre  Banquet  Cocktail  Other



**Availability Bar**

For more information about any of the 'add-ons', please hover over the 'inclusions'.

When you have chosen all of the 'add-ons' you require then click Save.

2 FUNCTION SPACE

*i* You can add additional rooms by clicking the Add button on the right.

Day 1 - Thu 23rd Mar

7:00 PM - 2:00 AM      Function 1      150      The Bridge (Banquet)

**+ Add Room**

Next Step >    or    Contact me now

To add more spaces to your event, click the '+ Add Room' button

Once you've added all the rooms and included the function space requirements for your event, then you are ready to move onto Food and Beverage packages (not applicable for Concourse and Redbrick bookings).

\*Note: Tech requirements will be provided upon acceptance of your booking.

### 3. Add Food and Beverage Packages

3 FOOD AND BEVERAGE

*i* You can add additional menus by clicking on the Add menu button on the right. The venue will make contact with you to finalize your optional items prior to the event.

Day 1 - Thu 23rd Mar

**+ Add a menu**

Next Step >    or    Contact me now

To select a Food and/or Beverage Package click the '+ Add Menu Button' then choose meal type 'Dinner'

Choose from our delicious menus then select the quantities and the time you would like your packages to be served.

3 FOOD AND BEVERAGE

*i* You can add additional menus by clicking on the Add menu button on the right. The venue will make contact with you to finalize your optional items prior to the event.

Day 1 - Thu 23rd Mar

<b>+ Add a menu</b>					
Dinner	Welcome Proccesso Package	150	£787.50	>	🗑️
Dinner	The nibbles	150	£300.00	>	🗑️

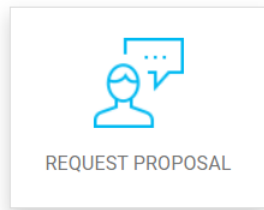
Next Step >    or    Contact me now

The subtotal for catering packages will be displayed at this point. When you are happy that you have added all of your food and beverage requirements select the 'Next Step' button.

### 4. Summary and submitting your event proposal.

The event booking system will display a Summary of your event and a rough quote. Please note that this may vary depending upon your tech requirements.

You can make adjustments to your booking by clicking on each element to go back in the booking process. When you are happy with the event booking you have built, please click the 'Request Proposal' button.



Complete the form with your name and contact details. Under 'Company Name' please add the name of your society. If you are happy with the terms and conditions, submit your form.

Your event activity will need to be risk assessed. The Activities team ([suactivities@soton.ac.uk](mailto:suactivities@soton.ac.uk)) will be able to help you with this if you are unsure. This will need to be completed and approved before we are able to accept your booking.

#### 5. Next steps

You will receive an email confirming that your booking proposal has been submitted and the SUSU Bookings team will be alerted that a new booking has been submitted. The team will review your booking and check that your Risk Assessment has been completed and if we are able to accept your booking you will receive a final quote and contract by email within 5 working days.