



# RH SU

**VENUE HIRE**

---

**ROYAL  
HOLLOWAY  
STUDENTS'  
UNION**



## **CONTENTS.**

---

<b>WHO WE ARE.</b>	<b>05</b>
<b>SU VENUE.</b>	<b>06</b>
<b>MEDICINE.</b>	<b>14</b>
<b>THE PACKHORSE.</b>	<b>18</b>
<b>VENUE HIRE COST GUIDE.</b>	<b>22</b>
<b>HOW TO BOOK.</b>	<b>24</b>
<b>CONTACT DETAILS.</b>	<b>25</b>
<b>FINDING US.</b>	<b>26</b>



## WHO WE ARE.

---

Set in a beautiful 135-acre estate, Royal Holloway Students' Union has a variety of venues to cater for a wide range of audiences and events. From a team getaway in one of our meeting rooms above The Packhorse to a charity fashion show complete with catwalk in our multipurpose auditorium, our venues are capable of adapting to your every need.

This short guide gives you a brief overview of each of our venues, but the best way to get a feel for them is to visit us in person. Once you've spotted a space which is ideal for your event give us a call or drop us an email. All our details are available on page 25.



## SU VENUE

### >> SU AUDITORIUM.

The SU Auditorium is a diverse space suitable for hosting live music events, theatrical productions, dance and performance shows or rehearsals. It is a great multipurpose venue which can be utilised as a practice space, or for conferences, meetings, awards ceremonies, fairs and other functions. The auditorium is available for exclusive use, with the option of access to a bar within the hall itself or Tommy's Kitchen (subject to trading hours).

**CAPACITY:** 1000 whole venue

Auditorium alone up to 800 standing / 300 seated  
Formal dining up to 150 seated







## SU VENUE

### >> TOMMY'S KITCHEN.

Tommy's Kitchen is an adaptable venue with a sliding door that can divide the space in two, to suit smaller or larger crowds. As it lives right outside of the Auditorium, it's ideal to be booked alongside it as an extra bar and lounge area. However, it can also be booked on its own for smaller gatherings. It is available for non-exclusive social events throughout the working week by prior arrangement, but can be also booked out as exclusive space for parties and social events at the weekend and selected week nights. All furniture can be rearranged or removed on request at no additional charge.

**CAPACITY:** up to 360 standing / 90 seated

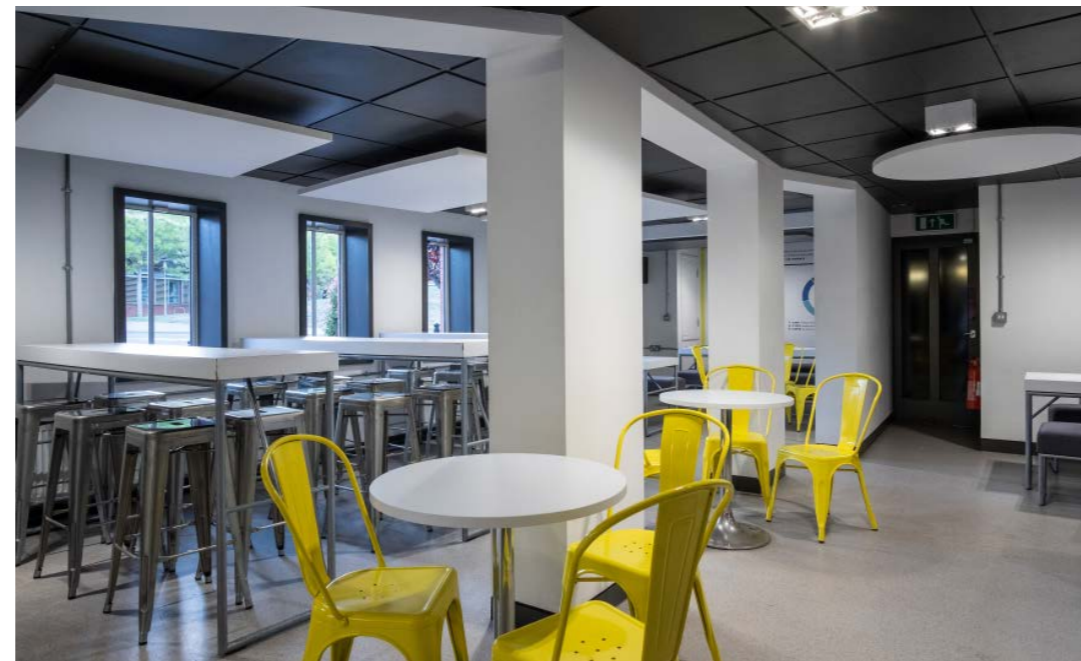
### >> TOMMY'S LOUNGE.

Non-exclusive area available for meetings and social activities. The space is available as shared use, with no operational charges. Bookings are offered throughout the week in one hour windows.

**CAPACITY:** up to 30 seated



TOMMY'S KITCHEN



TOMMY'S LOUNGE

## MEDICINE

A separate venue to the Students' Union building available for productions, shows, performance rehearsals, dinners, conference meetings, awards ceremonies, parties and many other events. This venue can be secured for exclusive hire, although term time availability may be restricted subject to trading hours.

**CAPACITY:** up to 1000 people

### >> ROOM 1.

With a rustic and industrial feel, Medicine Room 1 offers a vibrant and colourful space for any occasion. The room comes with an island bar, two raised break-out areas and a big open rectangular space that can be transformed anywhere between a dancefloor, dinner space or conference room.

**CAPACITY:** 650 whole venue

Performance / dancefloor	up to 180 seated
Formal dining	up to 150 seated
Large raised seating area	up to 30 seated
Small raised seating area	up to 15 seated

Additional seating set-ups such as banquet, conference and theatre are available on request.



### >> ROOM 2.

This venue can be secured for exclusive hire, although term time availability may be restricted subject to trading hours.

**CAPACITY:** 250 whole venue

Stage area/floor	up to 80 seated
Mixed seating	up to 70 / 80 seated

### >> BEER GARDEN.

Our beer garden is the perfect space for outdoor gatherings. Secluded by woodland, the entire space is private and intimate and will work perfectly for events like a summer social, birthday party, after work drinks or a relaxed BBQ.

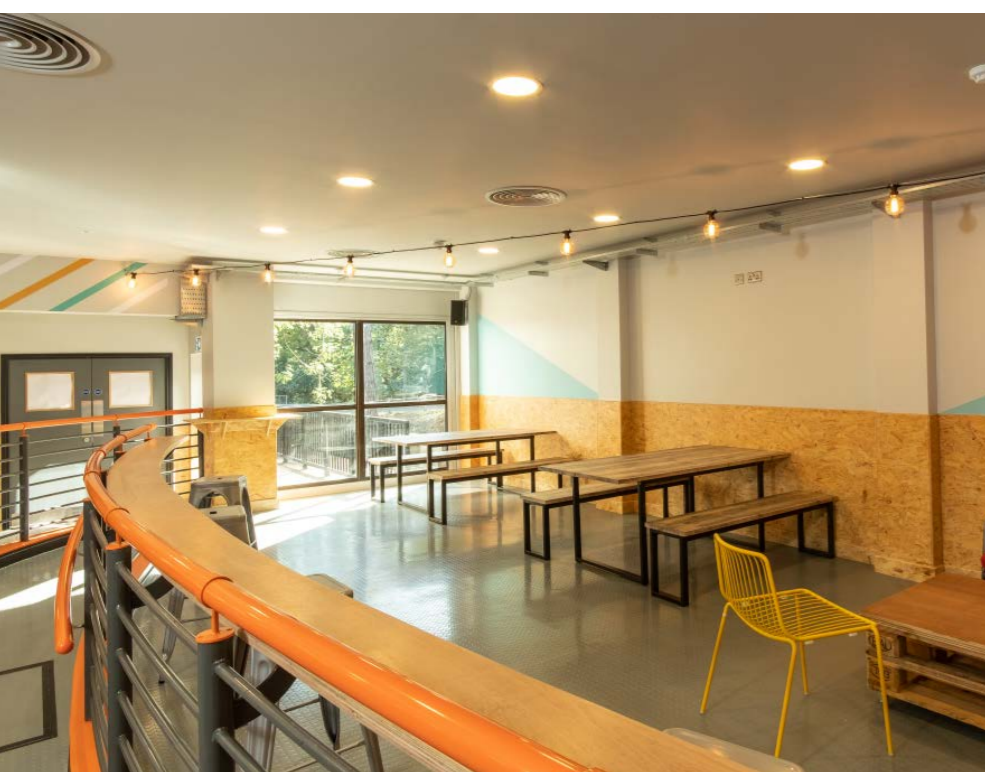
**CAPACITY:** 260 whole space

Standard setup, additional can be accommodated on request.





MEDICINE ROOM 1



MEDICINE BEER GARDEN

## THE PACKHORSE

The Packhorse has been part of Egham's history since at least 1822, serving the community as a tavern and beer house with good stabling and excellent ales. Although we can no longer offer you somewhere to stable your steed, we can put on a large range of different events, from meeting and conference bookings to late night parties.

### >> GROUND FLOOR.

The Packhorse ground floor can be secured for exclusive hire, although term time availability may be restricted subject to trading hours.

**CAPACITY:** 250 whole venue

We can accommodate a wide range of different requests, from stages and live music performances to seated three course dinners for up to 75 people. We will endeavour to meet all demands where possible, so if you have a vision we will do our best to make it happen.



## THE PACKHORSE

### >> THE PACKHORSE MEETING ROOMS.

The Packhorse has three meeting rooms above the pub. These are furnished with air conditioning and wall mounted screens perfect for a board meeting and presentation or a space to sit back and watch the football. With a full food menu, we can offer anything from working sandwich lunches to hot fork buffets. Our meeting rooms are set out to seat up to 14 board room or 25 theatre style and make the perfect place for a staff away day with break out space or a meeting followed by some well-earned drinks.

#### **HALF-DAY HIRE**      £50 inc. VAT

Perfect for that shorter team briefing session or a private space to work from. With high speed internet and free tea, coffee and biscuits on arrival you can't go too far wrong with our half-day hire.

#### **ALL-DAY HIRE**      £100 inc VAT

Looking for a location for your team away day? Our all-day hire is the perfect choice and features tea, coffee and biscuits as standard. Looking for something more filling? You can upgrade your food options to include one of our buffet selections.

Please have a look at The Packhorse meeting room food & drink order form to see our buffet offer:  
[su.rhul.ac.uk/packhorsefood](http://su.rhul.ac.uk/packhorsefood)



# VENUE HIRE COST GUIDE

All of our venues are available for hire throughout the year, term time and vacation periods. The process for booking the venue spaces and the charges incurred can vary depending on the type of use; for the majority of events, it is easier to wrap the operating costs into a single package. Below is a guide with the different fixed packages considering the cost for use of space with bar service for the number of people attending to deliver good quality service.

**Here's a guide to the cost of running all of our venues with enough staff to provide a bar service. Any additional activity will be quoted separately at the time of enquiry.**

NUMBER OF ATTENDEES	4 HOURS <small>(min. hire)</small>	5 HOURS	6 HOURS	7 HOURS	8 HOURS
*0 - 100	£616	£645	£674	£703	£732
*101 - 200	£740	£800	£860	£920	£980
*201 - 300	£864	£955	£1046	£1137	£1228
301 - 400	£898	£997	£1097	£1196	£1296
401 - 500	£1088	£1235	£1382	£1529	£1676
501 - 600	£1122	£1277	£1433	£1588	£1744
601 - 700	£1234	£1417	£1601	£1785	£1968
701 +	£1500	£1763	£2015	£2268	£2500

All prices are subject to VAT.

Please enquire for bookings longer than eight hours.

\*For events under 300 people a cleaning charge of £200 + VAT is added.

## ADDITIONAL STAFF UPON REQUEST.

<b>Cloakroom</b>	£15 p/h
<b>SIA Security Staff</b>	£15 p/h
<b>Bartenders</b>	£10 p/h
<b>Sound Engineer</b>	£12 p/h
<b>Lighting Engineer</b>	£12 p/h

## EVENT EXTRAS.

We can provide the following services at an added cost:

### Music

- DJ
- Band
- DJ + live performers
- Celebrity DJ
- Celebrity band
- Karaoke

### Equipment

- Banquette style tables
- Foldable chairs
- Chaffing dishes
- Crockery

### Photography

- Photographer
- Videographer
- Photo booth

### Tech & AV

- Professional PA
- Monitors
- Mics (wired or radio)
- In ear monitors
- Projector
- Projector screen
- Intelligent lighting system

### Special effects

- Confetti cannons
- Lasers
- Co2 jets
- Balloon drop
- Glitter drop
- Bubble machine
- Haze machine
- Dry ice machine
- Snow machine

### Portable assets

- Horsebox bar
- Portable bar
- Stretch tent 10x10m
- Generator
- Gazebo
- Small PA system
- Mood lighting and uplighters

### Decoration

- Stretch fabric
- Hanging items
- Table decoration
- Centre pieces
- Disco ball
- Balloon wall
- Flower wall

### Walkabout entertainment

- Acrobats
- Stilt walkers
- Magicians
- Dancers

THE SU IS UNABLE TO PROVIDE OR ALLOW PYROTECHNIC VISUAL EFFECTS.

## HOW TO BOOK OR ENQUIRE WITH US

### >> HIRING A VENUE

In order to hire one of our venues, please contact our Venues team. Alternatively, complete the booking form linked below and we will endeavour to complete your booking request.

SU Venues booking & event proposal form:

[su.rhul.ac.uk/suvenuehire](http://su.rhul.ac.uk/suvenuehire)

The Packhorse external hire meeting room booking form:

[su.rhul.ac.uk/packhorsehire](http://su.rhul.ac.uk/packhorsehire)

### >> TECHNICAL SPECIFICATIONS

Please find a detailed breakdown of all the technical equipment available:

[su.rhul.ac.uk/techspec](http://su.rhul.ac.uk/techspec)

### >> PLEASE NOTE:

During term time our venues are heavily used by our many University clubs and societies, and availability during weekdays may be a bit limited. Bookings are made on a first come first served basis and entire venue hire is easier to be granted outside of term time or at weekends.

## OTHER INFORMATION

### >> LICENCE

The Students' Union building and Medicine are licensed for late night regulated entertainment and each hold 2am bar licences with 3am curfew. The Packhorse is licensed from 10am to 11pm although this can be extended until 3am upon request.

### >> AGE RESTRICTIONS

No persons below the age of 16 may be present in the buildings without being accompanied by a parent/guardian/chaperone. No person below the age of 18 may consume alcohol. The Packhorse allows entry to children until 8pm.

## CONTACT DETAILS

### ADDRESS.

Royal Holloway Students' Union  
Egham Hill  
Egham  
Surrey  
TW20 0EX

The Packhorse  
Egham Hill  
Egham  
Surrey  
TW20 0BQ

### VENUES TEAM.

venues@su.rhul.ac.uk  
Helpdesk: 01784 276700

### WEBSITE AND SOCIAL MEDIA.

Website - [su.rhul.ac.uk](http://su.rhul.ac.uk)  
Facebook - [facebook.com/surhul](https://facebook.com/surhul)  
Twitter - [twitter.com/surhul](https://twitter.com/surhul)  
Instagram - [instagram.com/surhul](https://instagram.com/surhul)

## FINDING US

### BY AIR.

Heathrow Airport is seven miles from Royal Holloway. From Heathrow Central Bus Station, you can either hop on the 441 & 442 or the 8.

### BY TRAIN.

Royal Holloway is about a 15 - 20 minute walk from Egham station. There are frequent services from London Waterloo to Egham.

### BY CAR.

Royal Holloway is on the A30, 19 miles from Central London.

### PARKING FACILITIES.

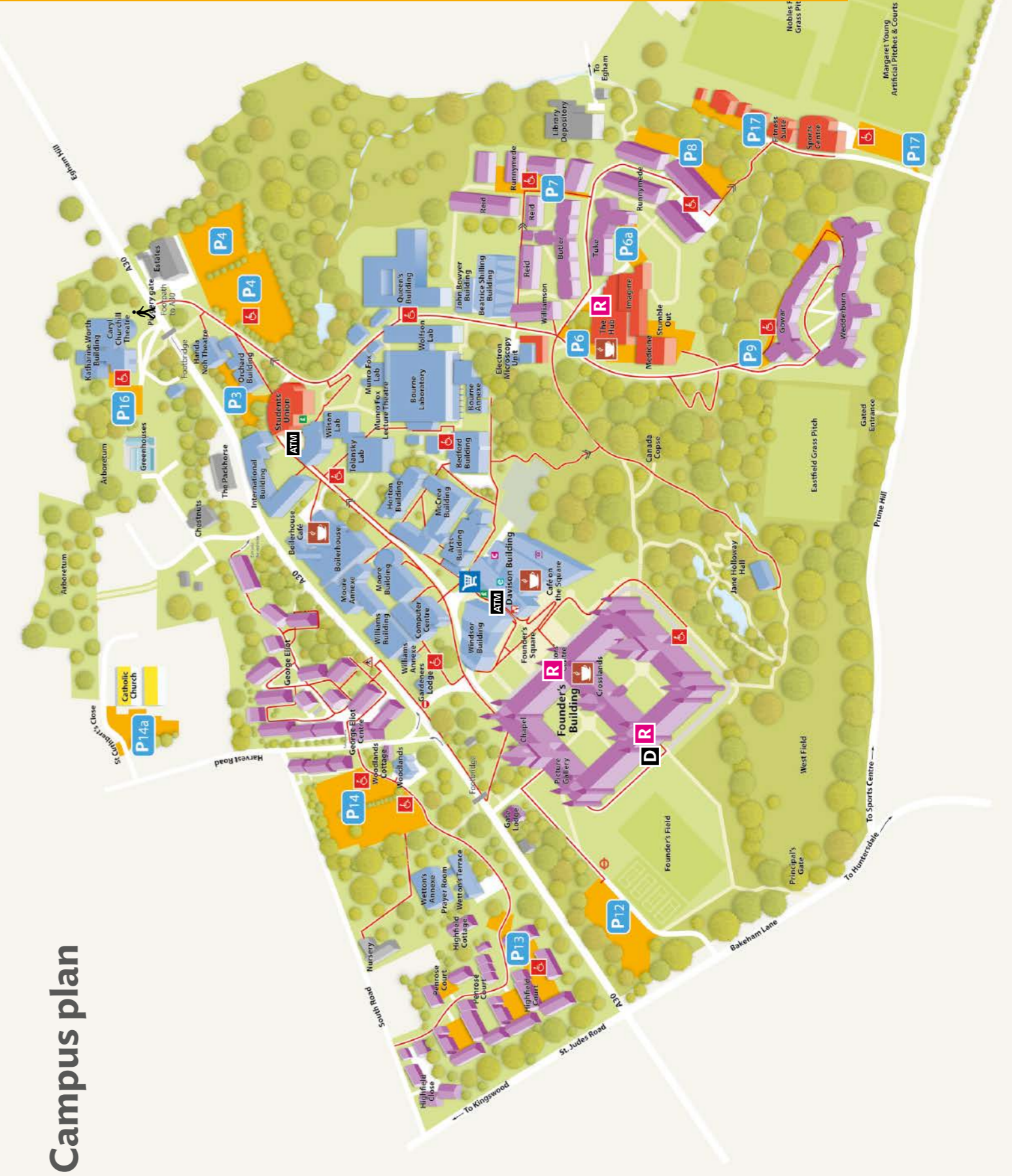
Whilst parking on campus may prove difficult during typical working hours, it is possible to provide parking for event contractors and coordinators for the day of the event as long as parking requests are made at least 48 hours in advance and all vehicle details are supplied. Please contact our Venues team to register your vehicle details. Royal Holloway campus parking is operated by an external company and RHSU accepts no responsibility for parking fines.

On the day of your event we can arrange for free parking for all of your guests without needing their details in advance. This will be confirmed during the booking process.

### DISABLED ACCESS.

All of our venues are easily accessible and have facilities to accommodate disabled guests. We have disabled access toilets in all of our venues. Customers or artists with accessibility requirements are also able to access the stage in the SU Auditorium via a temporary ramp. Please bear in mind that unfortunately the meeting rooms at The Packhorse are located on the first floor, making it difficult for disabled guests to access.

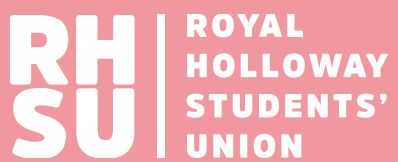
## Campus plan



- ### Campus car parks
- P4** Piggery Gate
  - P5** John Bowyer Building
  - P6** and **P6a** -The Hub
  - P7** Runnymede 1 & 2
  - P8** Runnymede
  - P9** Gowar & Wedderburn
  - P12** Tennis Courts
  - P13** Penrose & Highfield
  - P14** Woodlands
  - P14a** Catholic Church (temporary car park)
  - P17** Sports Centre

### Key

- Conference and banqueting areas
- Accommodation
- Other
- Deliveries
- Pedestrian access only
- Car parks
- Step free route
- Gradient
- Accessible car parks
- Reception
- Catering
- Cash machine
- Shop



[@SURHUL](#) / [SU.RHUL.AC.UK](http://SU.RHUL.AC.UK)