

Society Ball Guidance 2024-25

If you are planning a society ball or private hire of a large venue, **please let the Social and Civic Engagement Team (activitiesadmin@shu.ac.uk) know before signing any contract or paying a deposit.** Failure to do so will result in the ball/event not being recognised and supported as an official society event and will leave the organiser personally liable for costs incurred.

Definition of a Society Ball: A society event which involves signing of a contract with a venue external to Hallam Students' Union. The event will usually require a deposit, a minimum attendee amount (40+) for the event to go ahead and food served.

Society Ball Requirements

Society Balls will only be approved if the following criteria are met by the society. Please fully consider if your society meets our criteria before sending an events proposal form to the Social and Civic Engagement Team.

Requirement: Membership and Paperwork

- The number of standard society members, at the time of paying the venue's deposit fee, must be 20% more than the required minimum attendees set by the venue. (i.e., minimum capacity 50 = your memberships must be at 60)
- The society must have a President, Treasurer and Secretary in role prior to the event proposal being submitted. The committee must have attended Committee Training session prior to any money being collected or transferred.
- The society must have completed and had their annual core paperwork approved by HSU prior to any money being collected or transferred.
- You must submit an [event proposal form](#) 8 weeks prior to the proposed Ball date. You must meet with HSU after submitting to begin the next steps.
- Society Balls must be open to all society members and they are always the priority. Current Hallam students should have a

standard/student membership to the society if attending a society event. If there is remaining space and capacity, the society may sell a minority of tickets to plus ones and academics.

Requirement: Deposits

- The society must have the funds in their society account to cover the deposit fee requested by the venue at the time of event proposal submission, usually this is around £500 which secures your date with the venue.
- To demonstrate interest from your society members to the HSU for the Society Ball, the society must put a £10 Deposit Ticket on Native after meeting with HSU and sell at least the minimum number of attendees required by the venue. Once this threshold is met, we will support in the transfer of the deposit to the venue. £10 Deposit Tickets paid by your members are only refundable in the case of the event being cancelled by the venue or inability to transfer the venue deposit.
- £10 Deposit Tickets are collected to cover a venue cancellation fee (terms outlined in the venue contract) should the society cancel the event last minute. If the cancellation fee exceeds the amount collected via deposits, the society is liable to pay the excess – HSU will not cover any additional costs.
- For academic societies: If your School or Institute is contributing financially to the Society Ball and you would like this to go towards the deposit fee, this must be confirmed in writing by the department and shared with the SU.

Requirement: Remainder Tickets

- Once completing the deposit stage (including the venue deposit and £10 Deposit Tickets), the society must put a 'Remainder Ticket' on Native for students to pay the remaining balance.
- All Remainder Tickets are non-refundable and must be sold via Native.
- The society must reach the minimum attendee number required by the venue. When this has been achieved, HSU can make the final payment to the venue.

Requirement: Accessibility

The society must be committed to the creating an accessible event which includes having non-alcoholic drinks in any drink's packages and having a ticket question on Native of the following: *'Do you have any*

accessibility requirements we need to be aware of?” and making reasonable adjustments where possible. Societies can partially subsidise tickets for society members if they have the funds to do so.

Summary of the Process

- 1.** Submit an events proposal form 8 weeks prior to the proposed Society Ball date.
- 2.** Social and Civic Engagement Team arrange with the Society an in-person meeting at the HUBs. Prior to the meeting, the Society completed the Excel document. At the meeting, at least 3 committee members must attend.
- 3.** Society signs the Service Level Agreement provided by HSU.
- 4.** Society makes the Native event and lists the £10 Deposit Tickets.
- 5.** Society makes the Risk Assessment and sends to HSU.
- 6.** Society raises a Purchase Order for the venue deposit. HSU transfers the payment to the venue.
- 7.** Society lists the Remainder Ticket on the same Native event.
- 8.** Society raises a Purchase Order for the final payment. HSU transfers the payment to the venue.
- 9.** Society is responsible for liaising with the venue to confirm final number, dietaries and any other outstanding information.

Alternative Options

If your society doesn't reach our minimum criteria there are other options available for your society to celebrate together.

- Booking a meal or hiring a smaller space within a venue are usually much more cost effective and with a more flexible arrangement eg. Revolution
- Collaborating with other societies to co-host a Society Ball