

Imperial College Union
Operational Plan for Events at Metric by Student Groups

This plan provides details regarding the mechanism for student groups (clubs & societies, RAG and CAG projects etc) to hold events at the Metric nightclub.

Scope

DOES NOT INCLUDE FACULTY UNIONS OR CSCs.

Reserved Dates

Metric will be reserved for student group events on alternating Thursdays and Saturdays during term time. The first event of the year will be allocated to RAG on the second Thursday of term.

Dates not allocated by the Entertainments Committee will be released for use by Central Union activities.

Timeline

Every term:

Week 5 (Friday 5pm)	Deadline for submission of application form.
Week 6	Committee meets to consider applications and assign reserved slots. Applicants may be invited to attend the meeting to discuss their ideas, if the committee requires additional details.
Week 7 (Monday)	Student groups are notified of the result of their application.
Weeks 8 & 9	Successful student groups will meet with the Entertainments Manager to discuss the implementation of their event. This will include prices and details of Union support, including the level of advertising. A final agreement laying out the responsibilities of both parties including a time frame for implementation, must be signed before the event may be advertised.

Selection Criteria

The committee will make their selection based on the following criteria:

- the level of detail included in the application;
- the quality and originality of the idea being presented;
- the target audience of the event;
- the ability, in the opinion of the committee, of the group to successfully organise the event.

The committee may also take into consideration the success of other events organised by the same group.

Priority should, with due consideration to the previous criteria, be given to groups who have not yet successfully applied for an event through this process.

Support Agreement

The club should state on its application any support or resources it may require from the Union in order to hold a successful event. However, it should be a student group event with central Union support and not the other way around.

It will be possible to negotiate drinks deals/kegs for the night. This should be done in consultation with the Functions Manager in the same manner as with other events.

A 'Frequently Asked Questions' web page should be created on the Union website, for student group reference when applying.

Staffing & Equipment

Metric has an expensive audio system which is costly to repair. Although events are organised by student groups, Imperial College Union staff will retain ultimate control over the use of equipment and consideration of the law.

Essential staff (including bar tenders, stewards and ents staff) will always be paid into their personal accounts. It will not be possible for them to work on a voluntary basis. They may choose to donate this back to the student group.

Ticketing

Tickets should be available in advance on the Union website.