



**Glasgow University Union**  
**Affiliation Package for Clubs and Societies**  
**2013/2014**

**af-fil-i-ate** [verb. *uh-fil-ee-eyt*]

to cause a group to form a close relationship with another, usually larger, group or organization

## **Why affiliate to Glasgow University Union?**

Affiliation to GUU provides your club or society with a home. Somewhere to meet, eat, discuss, drink and generally hang out, whether it's after your activity, or on your way out on a big night. GUU really is the ideal place on campus that will cater specifically for your needs.

Affiliation to GUU is, in fact, so much more than just your average meeting place. If your club or society is affiliated to GUU you'll host your fundraising events here, you'll have your formal dinners here, your mail will be delivered here and kept for you and you'll get as much advice and support you need to ensure your members are happy, including:

- Free or subsidised room hire for your meetings
- Free entry to Thursday night Club Nights
- Special affiliate prices on catered events
- Your own space on our website
- Formal event planning
- Discount prices on alcohol
- Administrative support

This information pack describes the benefits that your club or society get by affiliating to GUU. If you need further advice, the Assistant Honorary Secretary, or any of the Board, can answer your questions – please don't hesitate to approach them.

## **Isn't affiliation like sponsorship?**

No, affiliation is not sponsorship. A sponsor will give you money, or another benefit in kind, in a commercial agreement, and we can't do that.

Affiliation to GUU means that we're here for you all week, right here on Campus. We expect to help you with all the other things your club or society needs outwith the sponsorship deal (if you're lucky enough to have one!). All we ask for in return is that you use our services and facilities.

## **Where can we have our meetings?**

On a quieter day, the Beer Bar is as good a place as any for a few people to meet up. However, for a more formal setting Committee Room 4 and the Elliot Library are completely free to all affiliated clubs and societies for meetings of up to two hours (talk to us if you think you need longer) any day of the week. The Bridie Library is also free from Sunday to Wednesday, and until 7pm Thursday to Saturday.

For a larger meeting, such as your AGM, you can have the Reading Room, Dining Room or the Debating Chamber free of charge from Sunday to Wednesday, or at a reduced rate from Thursday through to Sunday (see attached table on page 6). We can also accommodate standing bookings (where you need a room on a regular basis) but on rare occasions we may

have to ask you to move your meeting to another room or another night, and we will always inform you of any changes with appropriate notice. We will also notify you in advance of public and bank holidays when the building is closed.

If you need extra equipment we can supply you with an audio package consisting of an amp, microphones, speakers and cables for £30 (plus a small security deposit). This can be used with an MP3 device or just simply to speak over the Mic, but we do ask that if you have a DJ or a Ceilidh band they provide their own sound equipment. A presentations package with a projector and screen for £30 (plus small security deposit) is also available and a lights package for a further £20.

### **What about our social events?**

Remember, GUU is one of the largest licensed premises in the West of Scotland. We have a number of venues within the building to suit the mood and atmosphere you need to create – from ceilidhs in the Dining Room to full on shows in the Debating Chamber, and from cheese and wines in the Reading Room to a formal dinner in the Bridie.

A new opportunity for all the clubs and societies this year is our brand new functions space 'The Drawing Room' (formerly the GUU shop space) which has been modified into a full bar area for our members' use. Please note the use of this room is at the Board's discretion.

Affiliation to GUU means you can get help and advice in organising your event from our professional support staff and we can probably book the entertainment for you too.

### **What if we want food?**

Sandwiches for meetings, nibbles for gatherings, hot snacks after your activity or proper food for that formal affair – we've got it covered! Our catering team have developed a range of menus and prices for all occasions specifically for affiliated clubs and societies, and, because we use our own staff, customising menus is not a problem.

One of things we excel in is hosting a dinner – we've done it well for over 100 years! If your club or society is affiliated to GUU you'll get the benefit of this experience in organising your event, as will your members on the night, and room hire is free for dinners if you're affiliated!

### **What's the deal with Thursday Club Nights?**

Something brand new we are offering this year is FREE room hire to all clubs and societies of the Drawing Room and the Dining Room on a Thursday night. As of September 2013, our brand new club night in the old building will be re-launching and this gives your club or society the perfect place to have a social event before heading upstairs to the new club night, with free entry of course. All we ask is that you stay with us on the night. Please note that a bar booking is also required for this, which requires a deposit.

## **Can we use the new Debates Chamber Sound and Light system?**

A package is currently being put together for the use of the newly installed Sound and Light system in the Debates Chamber. This equipment is very high tech so therefore is extremely expensive and to be used by trained personnel only (a Board Member will always have to be present). There will be very strict rules with the use of this and will be at the Board's discretion. The prices for this will hopefully be finalised by September!

## **So, about those discounts...**

If you're affiliated, want to hold a meeting in the Union and fancy some refreshments during this time, the GUU can provide you with FREE\* tea and coffee.

\*There is a cap on this per use and per number of bookings. Please contact [assthonsec@guu.co.uk](mailto:assthonsec@guu.co.uk) for more information.

There are also 'crate rates' for the purchase of alcohol for your club or society. Just ask the Assistant Honorary Secretary via e-mail, or any other Board Member on the night, and they will be able to let you know how much everything is for you. The prices we offer are almost half the price of paying for drinks individually, so it really is worth doing.

## **And what about the support?**

If there is anything else, at all, that we can help you with, we will.

GUU employs some highly skilled people to ensure that our members are well looked after, and as an affiliated club or society we extend that courtesy to you. The General Manager will advise you on how to get the best use of the building, whilst the Functions co-ordinator will help you plan and execute a well hosted event. Our Porters, of course, are one of the mainstays of the Union and they're always glad to lend a hand and Board Members are constantly available to discuss, well, anything you want.

## **You've got a website?**

Come September, our new website will be up and running which will offer a space for all affiliated clubs and societies. It will allow a brief description of your club or society as well as contact details of your office-bearers. We think this is a great opportunity for members, freshers especially, to get in touch with you directly by seeing your information online.

## **What about other social media?**

Affiliated clubs and societies are allowed to post and share any events they are hosting in the Union on our 'Glasgow University Union (GUU)' Facebook 'Group'. This group has over 3,600 members so will reach a lot of people.

Something else we are offering this year is the chance for affiliated clubs and societies to write articles for the GUUi magazine or have them published on the new GUUi's online blog. This will allow big exposure for your club or society as these articles are read all around campus. Spaces for this are limited so please contact [assthonsec@guu.co.uk](mailto:assthonsec@guu.co.uk) or [libraries@guu.co.uk](mailto:libraries@guu.co.uk) for more information.

### **Anything else?**

Something that will be implemented next year is the GUU's new Loyalty Card scheme, rewarding affiliated clubs and societies every time you use our facilities. More information about this will be revealed as soon as plans are finalised which will hopefully be in the near future.

We think we've thought of everything but if your club or society needs anything else we will do what we can to accommodate you – just come and speak to us!

## Room rates and availability

Room	Sun-Wed	Thurs	Fri-Sat	Full rate
Alcove	Free	Free	Free	Not available
Committee Room 4	Free	Free	Free	£50
Bridie Library	Free	Free until 7pm	Free until 7pm/£50	£105
Reading Room	Free	Free until 7pm	£75	£180
Drawing Room <small>(new)</small>	Free	Free	£75	£180
Dining Room	Free	Free	£150	£240
Debates Chamber	Free	Subject to change	£150	£240

A staffed bar is available in most rooms for a deposit of £100 which is refundable if the takings exceed £250. Table linen can be ordered in if required and will incur a surcharge in all cases. Staff costs may apply where bookings are for outwith normal opening hours. The Bridie Library is not available during exam periods.

Please note the Debates Chamber and The Reading Room are not available Thursday night after 10pm due to the running of the old building Club Night. This is subject to change over the course of the year.

## Example food rates

Type	Price
Sandwiches	£25 per platter
Finger food buffet	From £6 per person
Hot Buffet:      Monday to Thursday	1 course - £6 per person 2 courses - £8.50 per person 3 courses - £10.45 per person
Friday and Saturday	£2 per person supplement
Dinners:            Monday to Thursday	Menu A - £15.50 per person Menu B - £15.95 per person Menu C - £17.40 per person
Friday and Saturday	£1 per person supplement
Burns Supper	£17.50 per person
Christmas Dinner	£17 per person

Minimum numbers of 30 People in the Bridie Library, 50 in the Reading Room and 80 in the Dining room apply when booking a dinner, and there is no room hire charge to affiliated clubs and societies when these numbers are achieved. If minimum numbers are not achieved then the room hire will be charged.

Please note all our room bookings are made through our functions co-ordinator Miss Gemma Higgins at [ghiggins@guu.co.uk](mailto:ghiggins@guu.co.uk). Alcove bookings are made at [psm@guu.co.uk](mailto:psm@guu.co.uk).

## **What's the next step?**

The requirement for affiliation is simple – at least one of your members must be a student, graduate or member of staff of the University of Glasgow. If your club or society meets this criteria then all you do is agree at your next meeting that affiliation is a good idea, complete the form at the end of this pack, and submit it to the Board of Management for consideration. We'll get back to you very soon with confirmation of your affiliation.

If you want to discuss anything further please contact Owen Martin, the Assistant Honorary Secretary, at [assthonsec@guu.co.uk](mailto:assthonsec@guu.co.uk) or telephone 0141-339-8697, or just ask the porter to put out a call.

Glasgow University Union  
32 University Avenue, GLASGOW, G12 8LX

## APPLICATION FOR AFFILIATION

Session 2013/2014

\_\_\_\_\_  
Name of society/club Society/Club

We, the undersigned office-bearers of the above mentioned Society/Club, wish to make application for affiliation to the Union of the said Society/Club for the Session 2013/2014.

We hereby declare that the application is in accordance with Rule IX (Affiliation) of the Constitution of the Union, and we undertake to obey all Rules and Bye-laws of the Union governing the transactions of affiliated Societies.

On behalf of the Committee of \_\_\_\_\_ Society/Club  
Name of society/club

### President/Captain

### Secretary/Treasurer/Graduate/Staff

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

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Name

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Term address

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