

**Glasgow University Union**

**Affiliation Package for Clubs and Societies**

**2015/2016**

**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
* Formal event planning
* Discount prices on alcohol
* Ability to contribute to G-You Magazine and Blog
* Special affiliate prices on catered events
* Free use of clubs/societies notice board
* Loyalty points card to redeem all points collected throughout the year
* 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.

Come September, Glasgow University Union will become host to a whole range of new and exciting rooms, bars and of course, a nightclub. These will of course be available to our Affiliated Clubs and Societies to hire, and once we have worked out the costings for the individual spaces we will be sure to let you know.

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.

The Drawing Room and Beer Bar Alcove are perfect spaces for after match socials and society meet ups, and again the new spaces joining the Union in September will be available for private hire, allowing us to facilitate even more of our affiliated clubs and societies

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 reach the minimum numbers required and you’re affiliated!

**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 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 a limited amount of 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 G-You magazine or have them published on the new G-You 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 or libraries@guu.co.uk for more information.

**2015/16 Packages**

Here at Glasgow University Union, we realise that there is a huge range of clubs and societies on Campus varying in size with different needs and wants from becoming affiliated with the GUU.

This year we are offering the brand new A-B-C Affiliations Packages, with all three including the main benefits of affiliating with the GUU, but with each package tailored to meet each and every one of our affiliated clubs and society’s needs. Have a read of what each package includes, the benefits of each package and if you have any further questions about what package might best suit your club or society feel free to email assthonsec@guu.co.uk.

 It really is as easy as 1,2,3...

**Package A***(ffiliate)*

*Best suited for clubs/societies needing the year round support of the GUU as a space for small meetings and socials*

* Club/Society Loyalty Card
* One free canister of tea/coffee at weekly meetings
* Affiliated prices for refreshments at meetings
* Capped Guestlist for regular club nights

**Package B***(usiness)*

*Perfect for clubs/societies booking rooms on a regular basis for meetings, rehearsals or classes. Must commit to ONE big event held within the Union*

* One free canister of tea/coffee at weekly meetings
* Private supervised bar packages and hire
* Capped Guestlist for regular club nights

**Package C***(lub member)*

*Tailored to meet the needs of clubs/societies using the GUU not only for meetings, but as a regular social space and hub for club/society members and must commit to holding THREE big events within the Union*

* DOUBLE LOYALTY POINTS WHEN 2000 POINTS REACHED
* Private supervised bar packages and hire
* Gold Card for all Committee Members
* Capped Guestlist for regular club nights

**Picking the right package…**

If you’re unsure of what package will see your society gain the most out of affiliating with us as possible, feel free to email assthonsec@guu.co.uk where I’ll be happy to meet and discuss the options we are offering.

As both the B and C packages require a level of commitment from the club/society, at the beginning of the affiliation clubs and societies wishing to choose one of these packages will have a quick meeting with the Assistant Honorary Secretary and Events Co-ordinator to discuss the year ahead.

**About those loyalty points…**

*POINTS MEAN PRIZES*

Our loyalty point system has been in place for the past year seeing members winning FREE DAFT FRIDAY TICKETS, crates of alcohol and even a free keg, all for just handing over their membership card for each and everything they have bought within the GUU.

**How it works:**

£10 spent = 10 points = 10p to redeem

Each one of our affiliated clubs and societies will receive a loyalty card and all you have to do is remember to SWIPE the card for EVERYTHING you buy. Alcohol, food and invoices for room hire/pre-purchased food and drink can also count towards points so make sure you bring the card along to all meetings and socials!

Points claimed can be redeemed against alcohol, food or room hire.

All you need to do is email the assthonsec@guu.co.uk in order to redeem all points collected.

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\* | £75 | £180 |
| Drawing Room  | Free | Free\* | £75 | £180 |
| Dining Room | Free | Free\* | £150 | £240 |
| Debates Chamber | Free | Free\*  | £150 | £240 |

A staffed bar is available in most rooms for a deposit of £100 which is refundable if the takings exceed £250 on a Sunday to Wednesday.

Table linen can be ordered in if required and will incur a surcharge when room hire is free.

Staff costs may apply where bookings are for outwith normal opening hours.

The Bridie Library is not available during exam periods.

\*On a Thursday a bar deposit of £150 must be paid which is refunded if the bar takes over £250.

**Example food rates \*subject to revision**

|  |  |
| --- | --- |
| Type | Price |
| Sandwiches | £22.50 per platter |
| Finger food buffet | £6.95 per person |
| AGM Menus   | 1 course - £7.25 per person2 courses - £9.25 per personTea/Coffee can be added for an additional £1.50 per person |
| Dinners:   | Menu A - £17.00 per personMenu B - £18.00 per personMenu C - £20.00 per person |
| Burns Supper | £17.50 per person |
| Christmas Dinner | £18 per person |

Minimum numbers of 30 People in the Bridie Library, 50 in the Drawing 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. Alcove bookings are made at psm@guu.co.uk.

**GUU Affiliation Team**

So you and your committee know who to contact for what.

For ALL questions regarding affiliation and claiming loyalty points:

* The Assistant Honorary Secretary – Flora Mackeddie(assthonsec@guu.co.uk)

For ALL room bookings/event enquiries:

* The Functions Co-ordinator – Gemma Higgins (ghiggins@guu.co.uk)

For bookings of the Beer Bar Alcove ONLY

* Present Student Members- (psm@guu.co.uk)

For ALL general enquires about the building and its facilities:

* The General Manager – Anne Marie Bennett (ambennett@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.

**THANKYOU**

Thanks so much for showing interest in affiliating with Glasgow University Union and I hope that you make the decision to work with us and gain all the benefits we are able to offer over the next incredibly exciting year for the GUU

If you want to discuss anything further please do not hesitate year round in contacting Flora Mackeddie, the Assistant Honorary Secretary, at 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 2015/2016

|  |  |
| --- | --- |
|  | Society/Club |
| Name of 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 |  |

Please circle what Affiliation Package are you interested in taking (any further questions regarding these please contact assthonsec@guu.co.uk)

Package A Package B Package C

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| --- | --- | --- | --- |
| **President/Captain** |  |  | **Secretary/Treasurer/Graduate/Staff** |
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| Signature |  |  | Signature |  |
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|  |  |  |  |  |
| Matriculation number |  |  | Matric. number/Degree and year of graduation/University dept |
|  |  |  |  |  |
| Telephone |  |  | Telephone |  |
|  |  |  |  |  |
| Official club society Email |  |  | Official club society Email |  |