

GRAWOOD & TROOM SOCIETY EVENT POLICY



Executive member – means individual member of a society that fills an executive position, is accountable to and for the society and is a union member

Executive Position – means an office that has a portfolio of duties and responsibilities as indicated in a society's constitution

Ratification Year – means from May 1st – April 30th

Society – means a club or organization ratified by the Union

Society Night – means an event organized in the Grawood and/or TRoom by a society

Statement

The Dalhousie Student Union seeks to allocate its resources in an equitable manner with the objective of benefiting Dalhousie students. Grawood and/or TRoom society nights are available to help eligible societies defray operational costs, plan, promote and participate in endeavours that will be beneficial for the Dalhousie community.

Eligibility

DSU Grawood and/or TRoom society nights are available to any ratified society of the union.

A society may be awarded with a maximum of one society night per semester per location based on availability.

Society nights at the Grawood will take place on Fridays throughout the year. Please note that not all Fridays in the year will be available to societies due to holidays and special events.

Society nights at the TRoom will take place on Thursdays throughout the year. Please note that not all Thursdays in the year will be available to societies due to holidays and special events.

It is at the discretion of the Vice President (Student Life) and the Director of Licensed Operations to allow a society to book a society night on a night of the week that differs from the nights assigned above. There may be additional charges incurred for booking other nights.

The society will be able to collect the cover charge from event attendees. The proposed cover charge for the event will be listed on the application by the society. The Director of Licensed Operations is responsible for confirming the cover charge with the society.

The society will be notified of the gross sales of their society night 30 minutes after the end of their event by the bar staff.



Grawood

The society will be provided with:

- 4 security staff at the event (minimum)
- Bar staff as required based on business level
- Technical staff at the event or House DJ

The society will have to achieve \$1250.00 (taxes included) in bar sales for the event.

If \$1250.00 in bar sales is not achieved, the society will be responsible for paying the difference between the gross sales and the benchmark of \$1250.00 to the Grawood within one (1) month from the date of the event. An invoice will be sent to the society from the DSU.

TRoom

The society will be provided with:

- Bar staff as required based on business level
- Technical staff at the event or House DJ

The society will have to achieve \$500.00 (taxes included) in bar sales for the event.

If \$500 in bar sales is not achieved, the society will be responsible for paying the difference between the gross sales and the benchmark of \$500.00 to the TRoom within one (1) month from the date of the event. An invoice will be sent to the society from the DSU.

Application forms can be found

- (electronic) online at www.dsu.ca/forms
- (paper) at the DSU executive offices

Completed application forms must be submitted and received by the Director of Licensed Operations a minimum of three (3) weeks prior to the scheduled event.

Incomplete applications will not be accepted.

The Vice President (Student Life) and the Director of Licensed Operations will be responsible for reviewing all applications and approving all applications.

The Director of Licensed Operations, and any needed persons that they see fit, will be responsible for acting as a point person for the society in planning the event.

The Vice President (Student Life) will be responsible for archiving a record of all societies allocated Grawood and/or TRoom nights throughout the year. All archived society nights must be accompanied by the original application or a photocopy.

The Vice President (Finance and Operations) will ensure that all invoices that need to be sent to societies are created, sent, and received.



DSU Recognition

Any society that receives permission to host a society night at the Grawood and/or TRoom shall advertise or verbally mention the Dalhousie Student Union's support for the event. The Union logo and/or name must be used in the recognition.

Submission of Post-Event Form

Any society that receives permission to host a society night at the Grawood and/or TRoom must complete a post-event form detailing the event, as well indicate how the Union logo and/or name was advertised or mentioned in support of the event.

Failure to submit a post-event form and/or recognize the DSU's support will result in the society's ineligibility to be given permission to host a society night at the other venue (Grawood or TRoom) during the ratification year, and a loss of other privileges.

The Union reserves the right to refuse any application.

The Union, its Council, and its members may or may not agree with the purpose or outcomes associated with any particular society night. Approval of Grawood and/or TRoom nights for societies indicates solely that the applicant has met the eligibility criteria. The Union, its Council and its members do not officially endorse any particular activity associated with the society night.

While all ratified societies are eligible for society nights, not all societies are guaranteed a night at the Grawood and/or Troom. All societies may re-submit an application for a society event.

Society members must abide by the Society Policy.

The Director of Licensed Operations is able to use his/her discretion for scenarios of extreme weather or other unforeseen circumstances which may result in cancelling a society night. In the event that a society night is declared cancelled the society will not be responsible for paying the difference between the gross sales and the agreed benchmark set for their society night.

Should a society under this policy be required to pay any penalty to the DSU, they may apply in writing to the Vice President (Student Life) and the Vice President (Finance and Operations) to have some or all, of the penalty forgiven. Applications should outline any circumstances outside of the society's control that led to the event's inability to reach its benchmark gross sales.

Forgiveness of penalties under this policy will be granted at the discretion of the DSU executive under recommendation from the Vice President (Student Life) and the Vice President (Finance and Operations). These decisions shall be reported to DSU Council.



Application Form Grawood Society Night

Please submit this form to the office of the DSU Vice President (Student Life):

P – 902.494.1281 / F – 902.494.6647 / Room 222 Student Union Building

The form must be submitted at least 3 weeks in advance of the proposed event date.

1. Name of Society: _____

2. Society Officer: _____

3. Society Officer Phone Number: _____

4. Society Officer Email Address: _____

5. Event Coordinator (if different from society officer): _____

6. Event Coordinator Phone Number: _____

7. Event Coordinator Email Address: _____

8. Society Night Requested Date: _____

9. Cover Charge: _____

10. Number of Society Members: _____

11. Has/will your society booked/ing entertainment? _____

i. Name of entertainment: _____

ii. Does the band require a contract rider: _____

* Copies of the contract rider must be made available to the DSU Director of Licensed Operations upon request.

12. If space is available on the building marquee, would you like to book it? Yes _____ No _____

Proposed text for marquee: _____

13. On an attached page, please give a description of the theme of your planned event, how your society plans to promote the event, the budget for the event, a timeline for the event, and how your plan to involve and attract non-members of your society. Please attach sketches of poster ideas, or any other publications you will circulate for your event.

The society will be provided with:

- 4 security staff at the event (minimum)
- Bar staff as required based on business level
- Technical staff at the event or House DJ

The society will have to achieve \$1250.00 (taxes included) in bar sales for the event.

If \$1250.00 in bar sales is not achieved, the society will be responsible for paying the difference between the gross sales and the benchmark of \$1250.00 to the Grawood within one (1) month from the date of the event. An invoice will be sent to the society from the DSU.



Application Form TRoom Society Night

Please submit this form to the office of the DSU Vice President (Student Life):
P – 902.494.1281 / F – 902.494.6647 / Room 222 Student Union Building

The form must be submitted at least 3 weeks in advance of the proposed event date.

1. Name of Society: _____
2. Society Officer: _____
3. Society Officer Phone Number: _____
4. Society Officer Email Address: _____
5. Event Coordinator (if different from society officer): _____
6. Event Coordinator Phone Number: _____
7. Event Coordinator Email Address: _____
8. Society Night Requested Date: _____
9. Cover Charge: _____
10. Number of Society Members: _____
11. Has/will your society booked/ing entertainment? _____
 - i. Name of entertainment: _____
 - ii. Does the band require a contract rider: _____

* Copies of the contract rider must be made available to the DSU Director of Licensed Operations upon request.
12. If space is available on the building marquee, would you like to book it? Yes _____ No _____
Proposed text for marquee: _____
13. On an attached page, please give a description of the theme of your planned event, how your society plans to promote the event, the budget for the event, the timeline for the event, and how your plan to involve and attract non-members of your society. Please attach sketches of poster ideas, or any other publications you will circulate for your event.

TRoom

The society will be provided with:

- Bar staff as required based on business level
- Technical staff at the event or House DJ

The society will have to achieve \$500.00 (taxes included) in bar sales for the event.

If \$500 in bar sales is not achieved, the society will be responsible for paying the difference between the gross sales and the benchmark of \$300.00 to the TRoom within one (1) month from the date of the event. An invoice will be sent to the society from the DSU.



Society Night Post Event Form

Please submit this form to the office of the DSU Vice President (Student Life):
P – 902.494.1281 / F – 902.494.6647 / Room 222 Student Union Building
The form must be submitted no later than 3 weeks after of the society event date.

1. Name of Society: _____

2. Event Coordinator: _____

3. Society Night Date: _____

4. Grawood _____ TRoom _____

5. Cover Charge: _____

6. Gross Revenue from Cover Charge: _____

7. Gross Revenue from Bar Sales: _____

8. Number of event attendees: _____

9. On an attached page please give a description of the promotion methods/materials your society used and what worked best, your adjusted budget after the event, where the DSU logo was placed and/or the DSU was mentioned during the event, recommendations for improving the event in the future, and any other details/notes that you want to include.