



**STUDENTS'
UNION**
BOURNEMOUTH UNIVERSITY

Clubs & Societies Guidance



**The Old
Fire Station**



DEAN'S KITCHEN
& BAR





ENGINE ROOMS

Venue Location:	The Old Fire Station
Capacity:	50-150
Days Available:	Monday-Friday*
Timings available:	10am-3am*
Equipment:	DJ Decks, AUX cord, projector all available on request
Accessibility:	Ground Floor venue, disabled toilet
Catering:	Can bring your own catering but Food Hygiene certification required
Income Division:	Ticket sales go to your club, bar takings go to The Old Fire Station
Additional costs:	Can be advised based on your event

*Fridays: Hire available pre-Lollipop (8pm-10:30pm)





THE LOFT

Venue Location:	The Old Fire Station – First Floor
Capacity:	120–400
Days Available:	Monday–Friday*
Timings available:	10am–3am*
Equipment:	DJ Decks, AUX cord, projector, long benches all available on request
Accessibility:	Lift access and ramps throughout, disabled toilet on first floor
Catering:	Can bring your own catering but Food Hygiene certification required
Income Division:	Ticket sales go to your club, bar takings go to The Old Fire Station
Additional costs:	Can be advised based on your event

*Fridays: Hire available pre-Lollipop (8pm–10:30pm)

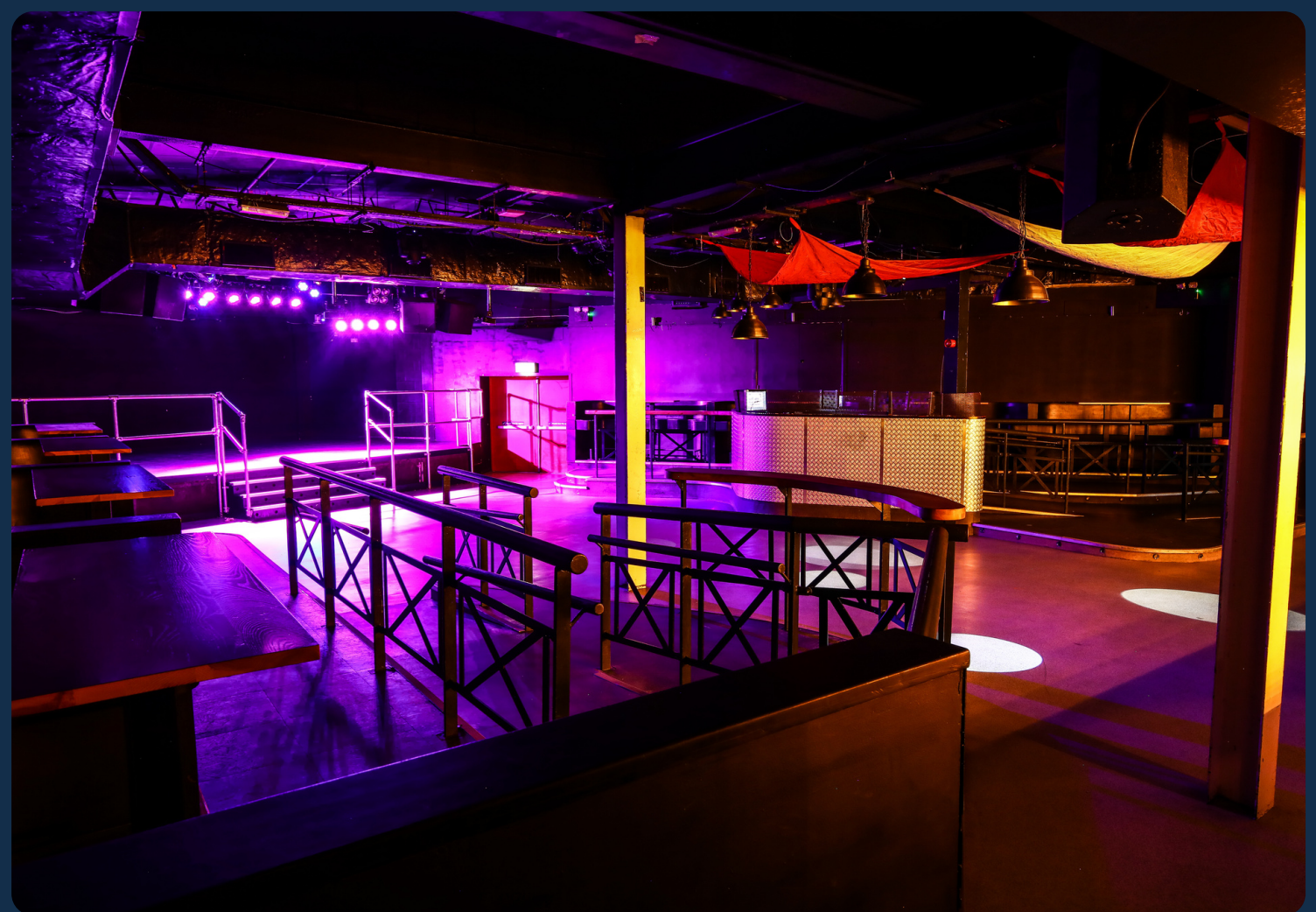




MAIN ROOM

Venue Location:	The Old Fire Station
Capacity:	350-800
Days Available:	Monday-Friday*
Timings available:	10am-3am*
Equipment:	DJ Decks, AUX cord, projector, long benches all available on request
Accessibility:	Lift access and ramps throughout, disabled toilet at entrance
Catering:	Can bring your own catering but Food Hygeine certification required
Income Division:	Ticket sales go to your club, bar takings go to The Old Fire Station
Additional costs:	Can be advised based on your event

*Fridays: Hire available pre-Lollipop (8pm-10:30pm)





EVENT SUPPORT

By hiring a room at The Old Fire Station for your Club or Society event, we aim to provide you with the following event support:

- We will provide you with a venue, event plan and marketing assistance
- We will be transparent with you about ticket sales, money raised and event plan progress
- We will assist in planning and running the event, from performers to technical help.
- We will give you access to our equipment for DJs, free of charge where possible
- We will open our digital marketing channels to you free of charge where possible.
- We will coordinate the transfer of any funds raised into your Students' Union account with the Student Opportunities Team





HOW TO HIRE

All rooms in The Old Fire Station are interchangeable, and your hire can use multiple rooms as part of the same event.

We do require a guarantee that you will reach the minimum number of attendees for events in our largest venue spaces.

Events exclusively for your Society membership require a minimum of four weeks' notice. Events open to the wider student body will be announced to our audiences 4 weeks prior to the event so this requires additional notice.

To hire a room at The Old Fire Station, complete the [Event Proposal form](#) on the [SUBU Committee Zone](#).





HOW TO HIRE

Please note: Any funds raised will be transferred into your Students' Union Club or Society account.

Any outgoing payments, such as paying for external catering or any other external supplier must be organised using your standard Club and Society processes. In most cases this will be with Purchase Order requests.

Remember PO Requests need to be raised in advance of the event to ensure that any payments due by the date your event takes place can be arranged.





DYLAN'S BAR

Venue Location:	Poole House, Talbot Campus
Capacity:	25 – 300
Days Available:	Fridays, Saturdays, Sundays
Timings available:	6pm – midnight (or later) with exclusive hire available Sat/Sun.
Equipment:	Sound systems for spotify, DJ's, presentations, karaoke and bands.
Accessibility:	Lift & ramps to all areas.
Catering:	Catering can be provided in-house
Income Division:	Free entry or paid ticket. Ticket income goes to club or group.
Additional costs:	Catering is done at cost, small deposit for larger events





HOW TO HIRE

To hire Dylans Kitchen & Bar or discuss food options, complete the Event Proposal form on the SUBU Committee Zone.

Friday Night Takeovers are a simpler type of event – must be free entry (so no ticket money) but popular easy night to organise a social and use our music or food facilities for your own party – a takeover! The bar is not exclusively yours – so other students will share in your party vibes.

If you have an idea complete the Event Proposal form and send it to Alan at adove@bournemouth.ac.uk and cc in suclubs@bournemouth.ac.uk

For an informal query, you can email Alan at the address above or stop by the first floor of the Student Centre.



DYLAN'S KITCHEN & BAR

**FRIDAY NIGHT
TAKE*OVER**

