Imperial College London

Student Events Booking Process

step one: plan your event

Decide on the date, time and room requirements for your event.   There is no room charge for rehearsal bookings, but for major events, there will be a charge for room hire, room setup and cleaning.

step two: book a space

See our Event Coordinator at the Student Hub to discuss your room requirements. Event spaces can be booked between 2 weeks and 3 months in advance. Major events should be booked 1 year in advance.

- *We can only book **the Queens Tower Rooms, Senior Common Room, Great Hall, RSM 301D, RSM 301E and Sherfield Concourse Levels 1 and 2, the Seminar and Learning Centre or the Queens Lawn.***
- *If you need to book departmental rooms, please go to the Student Activities Centre at the Student Union. **However, you can still book catering with us** (see catering booking process below).*

step three: complete booking forms

After your decision on room requirements, download and complete an Event Room Booking Form from our website. Your completed form needs to be signed by the Deputy President of Clubs and Societies. Hand in your signed form to the Events Team at the Student Hub.

- *If you need to add AV equipment, specify your requirements in your Room Booking Form*

step four: pay for your booking

If your booking requires payment, you will be given a quotation from the Events team.   To proceed with the booking, you will need to obtain a purchase order number from the Student Activities Centre at the Student Union and return this with your Event Booking Form to our Event Coordinator at the Student Hub.

booking completed

After receiving the booking form and if applicable the purchase order, we will send you a booking confirmation.

catering booking

If you need Catering for your event, download a Catering Booking Form at our website and then follow step three and four above.

www.imperial.ac.uk/conferenceandevents/students