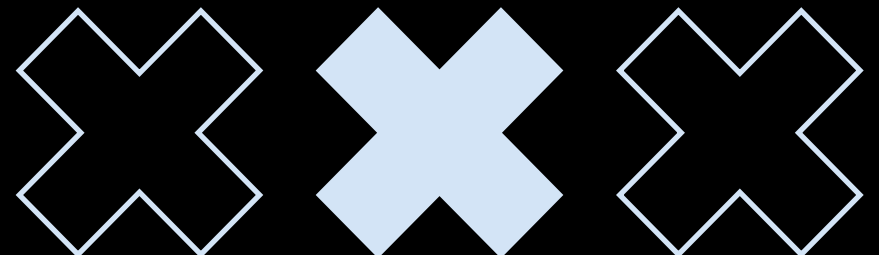




CONFERRNCING & VENUE HIRE PACK



INTERACTIVE CONTENT PAGE

**OUR SPACES ARE UNIQUE,
VARIED & MULTI-PURPOSE**

RILEY SMITH THEATRE

FUNCTION

PYRAMID CANTEEN

MEETING ROOMS 1-6

**STYLUS - FOR LIVE MUSIC
& NIGHTCLUBS**

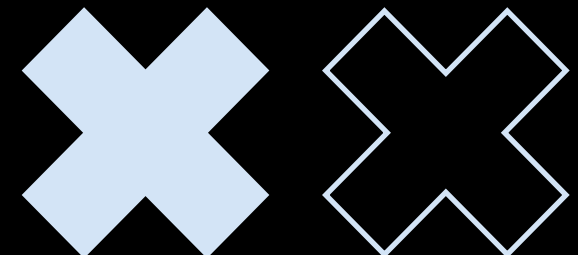
PYRAMID THEATRE

DANCE STUDIOS

**STYLUS - FOR
CONFERRING**

TERRACE

OLD BAR



OUR SPACES ARE UNIQUE, VARIED & MULTI-PURPOSE

We're excited to be able to offer these multi-purpose spaces to groups across our city and beyond - whether you're a business looking for a place to meet away from the office, a student hosting a birthday party or a couple tying the knot!

This booklet provides an overview of the LUU venues. It outlines the prices for hiring our venues, standard layouts and equipment available and should give you an idea of what's possible for your event. Package prices for multi-spaces and large events are also available.

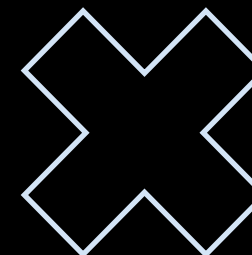
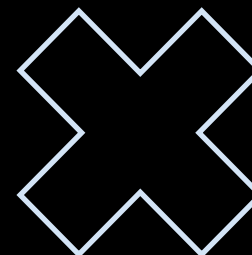
To secure your preferred dates and venues, please fill out our LUU Venues Booking Form, you can find the link under "HOW TO BOOK" section on every page below. You will then be contacted by the LUU event team to provide you with a quote and discuss your requirements.

BEFORE SUBMITTING YOUR FORM:

Review this booklet thoroughly before submitting your form, and submit it to us at least six weeks prior to your event. Responses cannot be changed after being

submitted. You're encouraged to fill out and submit the form in advance with the necessary information required on the form to secure your preferred dates.

If you have an idea for an event but aren't sure where in our venues it would work best or where to start planning, get in touch with our Events Team at events@lucy.leeds.ac.uk. The LUU Events and Technical team have a lot of experience putting on a wide range of events and are here to help!



OUR SPACES ARE UNIQUE, VARIED & MULTI-PURPOSE

TECHNICAL REQUESTS:

If you are booking an LUU Venue space (Riley Smith Theatre, Function, Pyramid Theatre, Stylus or meeting rooms) you will be able to receive basic technical support encompassing AV equipment for presentations, Wi-Fi access, power outlets, as well as lighting and sound control. Rooms like Stylus and the Riley Smith Theatre almost always require two staff members so keep this in mind when booking these rooms with the hope of technical support.

ADDITIONAL TECHNICAL HIRE REQUIREMENTS:

Please tell us all of your technical support requirements in our booking inquiry form. Examples include projectors and screens, microphones, speakers, DJ equipment, theatre lighting and support for live music. We will then be able to provide a quote for these additional services.



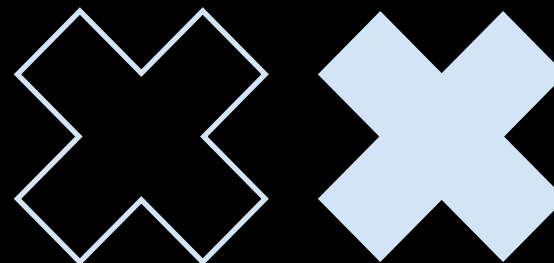
FURNITURE & EQUIPMENT:

This booklet outlines what is available as standard layout in the venues. Anything outside of this will need to be addressed at the point of booking as it may incur hiring charges

CATERING:

- Please detail your catering requirements. For instance, "lunch, and refreshments required for 50 attendees at 12.30".

[Explore available catering options here](#) (minimum order for 20 people).
- Drink tokens can be pre-ordered in advance and the organiser can decide the amount given out and the maximum value of each token.
- Drinks upon arrival can also be made.



RILEY SMITH THEATRE

FULL DAY ONLY (9AM-5PM; including basic technical support)

£925 + VAT

STANDARD LAYOUTS:



1. CLEAR SPACE
MAXIMUM 500 STANDING

2. SEATING BANK
MAXIMUM 360 SEATED (252 IN THE
STALLS + 108 IN THE BALCONY)

3. THEATRE STYLE ROWS
100 CHAIRS

4. FAIR: 33 TRESTLES 66 CHAIRS
SPACE CAN HOLD A MAXIMUM OF
33 STALLS BASED ON EACH STALL
HAVING ONE (2M*1M) TRESTLE TABLE
AND 2 CHAIRS.

5. CABARET: 12 TRESTLE 96 CHAIRS
TABLES (8 CHAIRS PER TABLE)
ADDITIONAL CATERING TABLES CAN
BE REQUESTED.

3

RILEY SMITH THEATRE

TECHNICAL EQUIPMENT: (FULL TECHNICAL SPECIFICATION AVAILABLE ON REQUEST)

- Projector and screen
- Music playback
- Support for live music
- Microphones
- Theatre lighting
- Lectern with built in microphone

AVAILABLE FURNITURE:

- Seating bank (360 chairs)
- 100 folding chairs
- 33 trestle tables
- Additional or alternative furniture can be hired in on request.

TYPICAL USAGE:

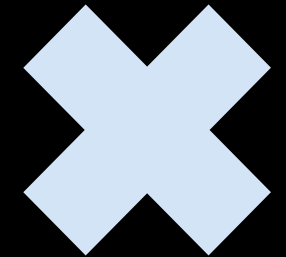
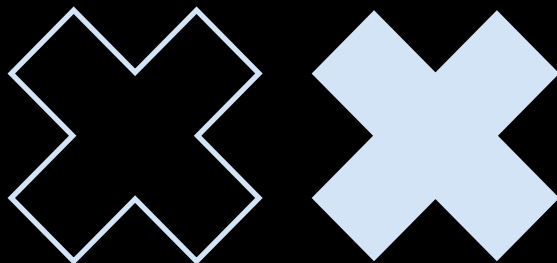
- Theatre
- Conferences
- Workshops
- Panel Discussions
- Balls
- Ceilidhs
- Film screenings
- Presentations
- Fairs

BAR

Bar available for Cabaret layout or open space layout; not for theatre style due to the limited space. Alternatively, drinks can also be bought in plastic cups from Old Bar or Terrace.

CATERING:

- With prior notice food is available for order from LUU Outlets (Please see [Terrace and Old Bar](#))
- See our [LUU-Bufferet-Menu.pdf](#) for food options.

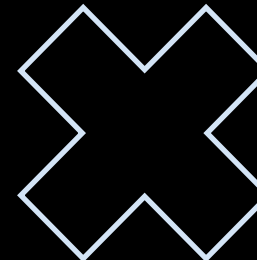
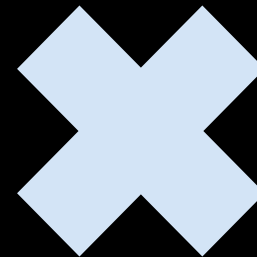
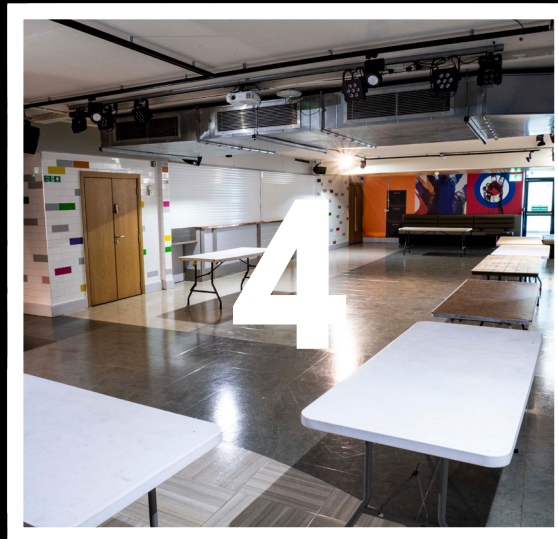
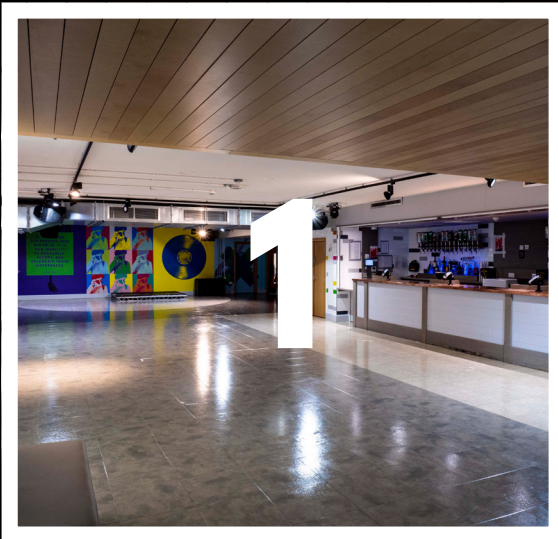


FUNCTION

FULL DAY ONLY (9AM-5PM; including basic technical support)

£620 + VAT

STANDARD LAYOUTS:



Function is a blank canvas, so a great space to meet with colleagues, rehearse with friends or throw a party. Equipped with a bookable bar and staff, a PA system to suit conferencing and food to order, the Function is suitable for all purposes.

This space can seat up to 100 people or 250 standing.

- 1. CLEAR SPACE**
MAXIMUM 250 STANDING
- 2. THEATRE STYLE ROWS**
MAXIMUM 80 SEATED
- 3. CABARET LAYOUT**
MAXIMUM 80 SEATED
- 4. FAIR: 10 TABLES**

5

FUNCTION

TECHNICAL EQUIPMENT:

- Projector and screen
- Microphones
- Music playback
- Support for live music
- DJ Set up

AVAILABLE FURNITURE:

- 100 chairs
- 10 trestle tables
- Additional or alternative furniture can be hired in on request.

TYPICAL USAGE:

- Fundraisers
- Conferences/Workshops
- Open mic nights
- Socials
- Club nights
- Dance classes
- Performances
- Fair
- Cultural events
- Film screenings

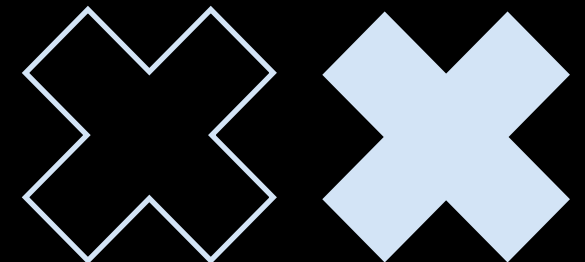
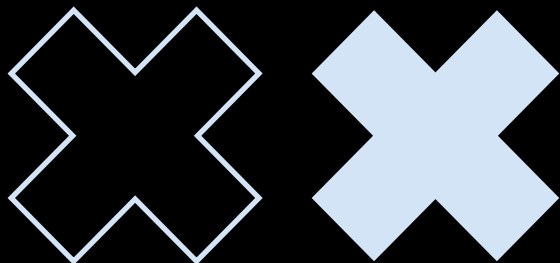
BAR

Built-in bar can be opened on request- Subject to availability and provided you have a minimum of 30 attendees.

Alternatively drinks can be bought from Old Bar or Terrace in plastic cups.

CATERING:

- With prior notice food is available for order from LUU Outlets (Please see [Terrace and Old Bar](#))
- See our [LUU-Bufferet-Menu.pdf](#) for food options.



PYRAMID CANTEEN

STANDARD LAYOUTS:



HALF DAY 9AM-12:30PM OR 1:30-5PM, technical support available - £60 Half Day)

£325 + VAT

FULL DAY (9AM-5PM; technical support available - £120 Full Day)

£500 + VAT

Adjacent to Pyramid Theatre, and equipped with a bookable bar and staff, Pyramid Canteen is a great space suitable for any activity.

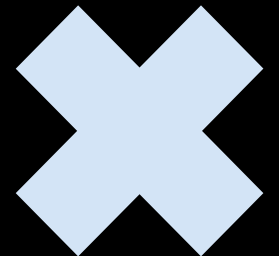
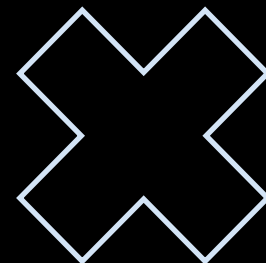
This space can seat up to 100 people or 450 standing.

1. CABARET LAYOUT

80 SEATED (60 IN PIT,
20 ON HIGHER LEVEL)

2. CLEAR SPACE

MAXIMUM 400 STANDING



PYRAMID CANTEEN

TECHNICAL EQUIPMENT:

- Projector and screen
- Microphones

AVAILABLE FURNITURE:

- 60 chairs
- 15 square tables
- Four wooden tables and four benches

TYPICAL USAGE:

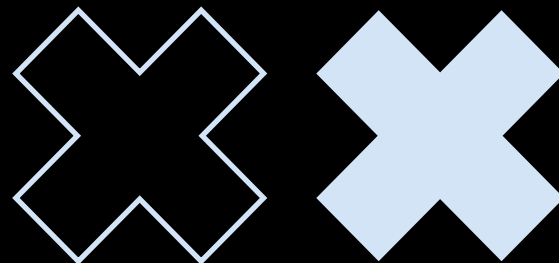
- Fundraisers
- Conferences/Workshops
- Open mic nights
- Socials/club nights
- Dance classes
- Performances
- Fairs
- Cultural events

BAR

Built-in bar can be opened on request. Subject to availability and provided you have a minimum of 30 attendees. Alternatively drinks can be bought from Old Bar or Terrace in plastic cups.

CATERING:

- With prior notice food is available for order from LUU Outlets (Please see [Terrace](#) and [Old Bar](#))
- See our [LUU-Buffer-Menu.pdf](#) for food options.



PYRAMID THEATRE

STANDARD LAYOUTS:



HALF DAY (9AM-12:30PM OR 1:30-5PM; including basic technical support)

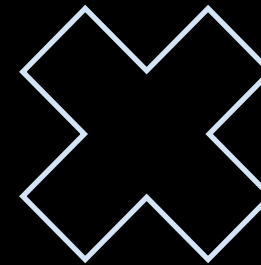
£460 + VAT

FULL DAY (9AM-5PM, including basic technical support)

£840 + VAT

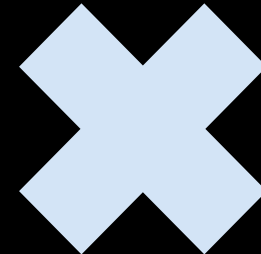
Pyramid Theatre prides itself on being unique. It's one of only nine in-the-round theatres in the UK. It's the perfect shape for theatre and dance performances, comedy nights and film screenings.

This space can seat up to 200 people



1. IN THE ROUND
200 SEATED

2. THRUST, PROJECTION SCREEN
120 SEATED



3. THRUST, PROJECTION SCREEN
60 ADDITIONAL CHAIRS ON STAGE
(180 CAPACITY). *MUST HAVE CANTEN BOOKED FOR THIS LAYOUT FOR ADDITIONAL FURNITURE.*



PYRAMID THEATRE

TECHNICAL EQUIPMENT: (FULL TECHNICAL SPECIFICATION AVAILABLE ON REQUEST)

- Projector and screen
- Music playback
- Microphones
- Theatre lighting

AVAILABLE FURNITURE:

- 200 fixed seats
- 60 Folding Chairs

TYPICAL USAGE:

- Theatre
- Film screenings
- Conferences/Workshops
- Open mic nights
- Large meetings
- Presentations

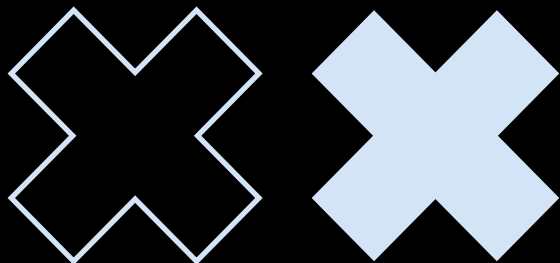
BAR

A bar can be requested in the adjoining venue Pyramid Canteen.

Canteen needs to be booked alongside Theatre to be able to provide a bar

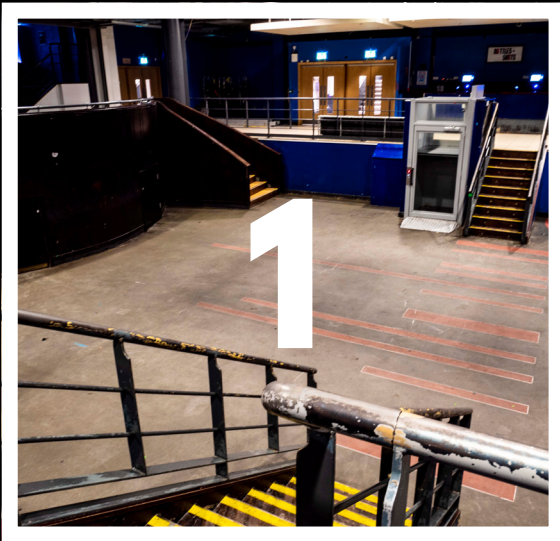
CATERING:

- With prior notice food is available for order from LUU Outlets (Please see [Terrace](#) and [Old Bar](#))
- See our [LUU-Buffer-Menu.pdf](#) for food options.



STYLUS - FOR LIVE MUSIC & NIGHTCLUBS

STANDARD LAYOUTS:



Stylus is the answer to live music events, with amazing acoustics and a capacity of over 1000 standing. While designed for music, this space can also be transformed into a fantastic conferencing space.

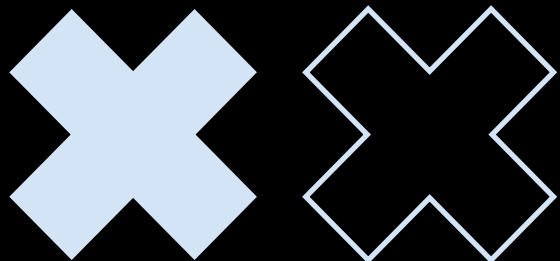
If you're interested in booking Stylus, please contact one of the following contacts:

Contact for gigs/live music:

Emily Haigh
E.HAIGH@LUU.ORG.UK

Contact for club nights/any other late-night events:

James Ingham
J.INGHAM3@LEEDS.AC.UK



*The prices below are only for flat venue hire; You'll be quoted separately for security, additional technicians, technical hires, and any required crew.

SHORT FORM CAPACITY 700:

HALF DAY (9AM-12:30PM OR 1:30-5PM; including basic technical support)

£450 + VAT

FULL DAY (9AM-5PM, including basic technical support)

£800 + VAT

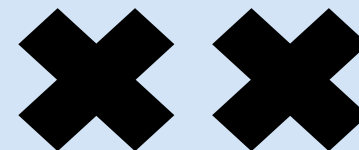
LONG FORM CAPACITY 1000:

HALF DAY (9AM-12:30PM OR 1:30-5PM; including basic technical support)

£560 + VAT

FULL DAY (9AM-5PM, including basic technical support)

£960 + VAT



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STYLUS - FOR LIVE MUSIC & NIGHTCLUBS

TECHNICAL EQUIPMENT: (FULL TECHNICAL SPECIFICATION AVAILABLE ON REQUEST)

- Music playback
- Support for live music
- Microphones
- Lighting
- DJ set up
- Projector and screen available on request but will have extra costs for additional staffing and equipment

TYPICAL USAGE:

- Larger club nights
- Live music
- Performances and showcases
- Dance classes and workshops

BAR

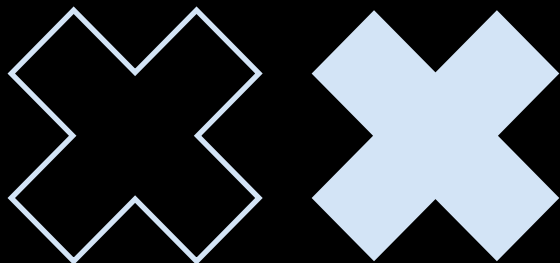
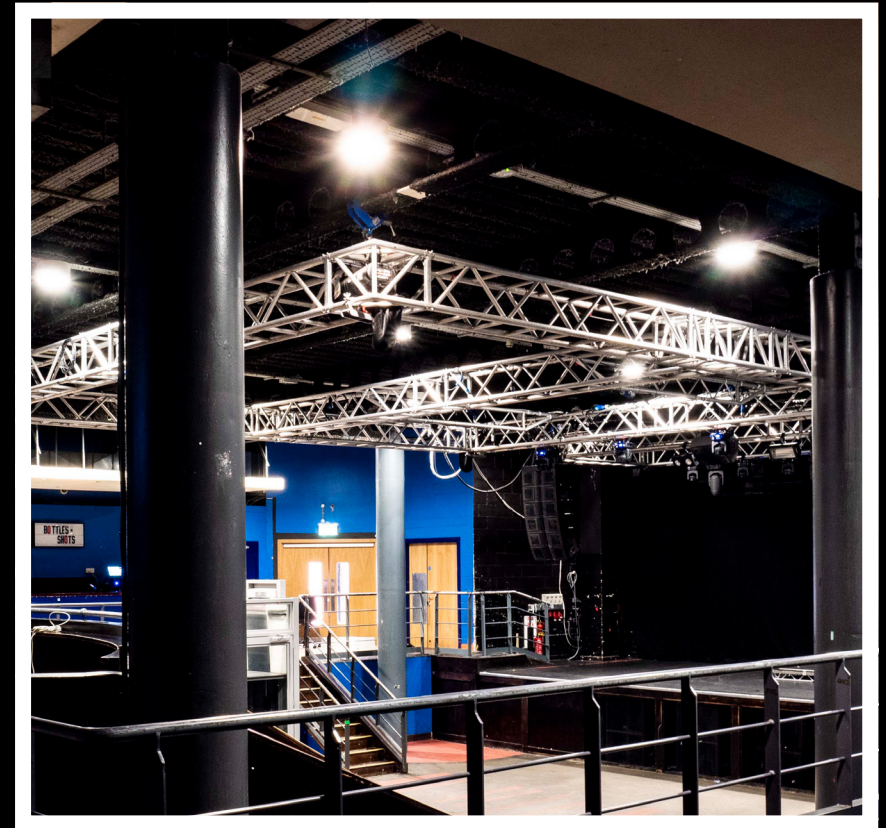
Built-in bar can be opened on request. Subject to availability and provided you have a minimum of 30 attendees. Alternatively drinks can be bought from Old Bar or Terrace in plastic cups.

Contact for gigs/live music:

Emily Haigh
E.HAIGH@LUU.ORG.UK

Contact for club nights/any other late-night events:

James Ingham
J.INGHAM3@LEEDS.AC.UK

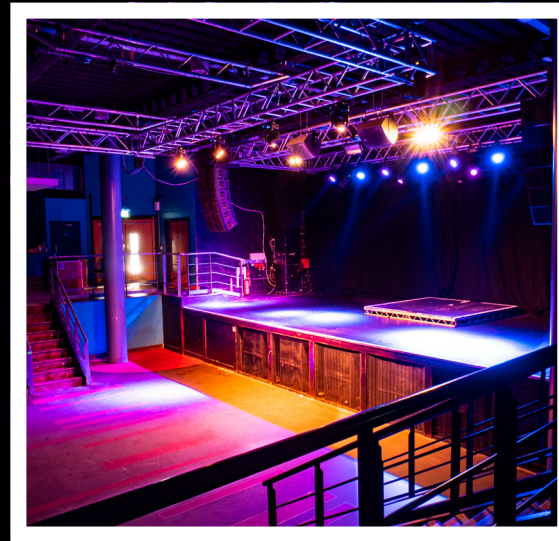
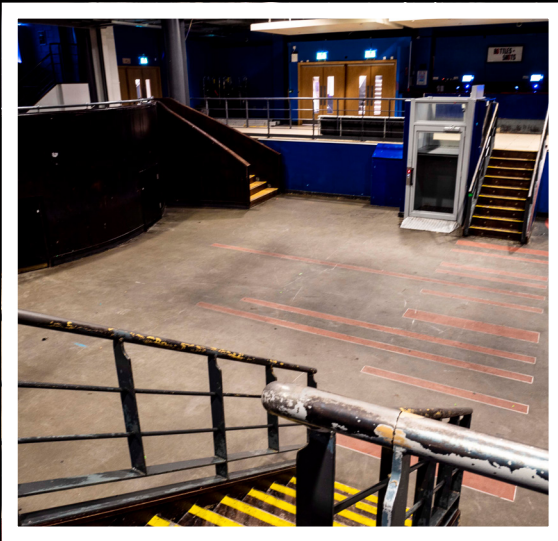


STYLUS - FOR CONFERENCING

FULL DAY (9AM-5PM, including basic technical support)

£960 + VAT

STANDARD LAYOUTS:



CLEAR SPACE

MAXIMUM 1000

Please note Furniture is not available for Stylus Conferencing.

TECHNICAL EQUIPMENT:

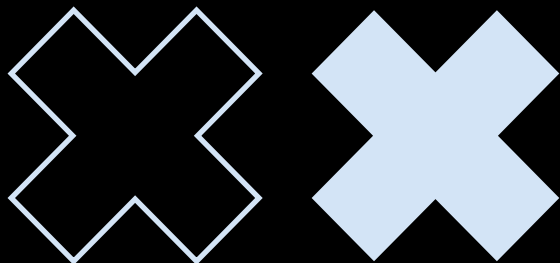
- Projector and screen
- Microphones

TYPICAL USAGE:

- Performances and showcases
- Dance classes and workshops
- Rehearsals and Filming

BAR

Built-in bar can be opened on request. Subject to availability and provided you have a minimum of 30 attendees. Alternatively drinks can be bought from Old Bar or Terrace in plastic cups.



MEETING ROOMS 1-6

ROOM 1



CAPACITY: 12 SEATING
HALF DAY **£205 + VAT**
(9AM-12:30PM or 1:30pm-5pm,
including 4hrs technical support)
FULL DAY **£305 + VAT**
(9AM-5PM, including 4hrs technical support)

ROOM 2



CAPACITY: 40 SEATING
HALF DAY **£240 + VAT**
(9AM-12:30PM or 1:30pm-5pm,
including 4hrs technical support)
FULL DAY **£330 + VAT**
(9AM-5PM, including 4hrs technical support)

ROOM 3



CAPACITY: 8 SEATING
HALF DAY **£205 + VAT**
(9AM-12:30PM or 1:30pm-5pm,
including 4hrs technical support)
FULL DAY **£305 + VAT**
(9AM-5PM, including 4hrs technical support)

ROOM 4



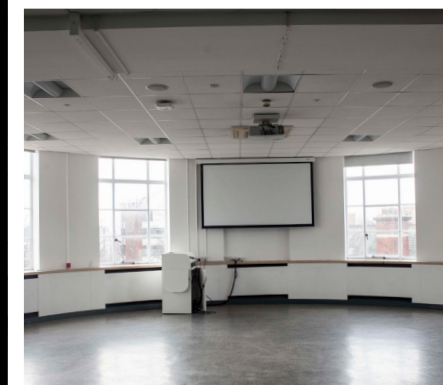
CAPACITY: 40 SEATING
HALF DAY **£240 + VAT**
(9AM-12:30PM or 1:30pm-5pm,
including 4hrs technical support)
FULL DAY **£330 + VAT**
(9AM-5PM, including 4hrs technical support)

ROOM 5

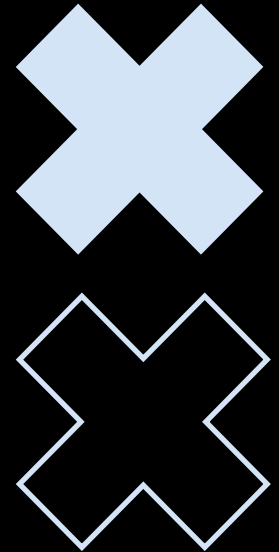


CAPACITY: 40 SEATING
HALF DAY **£240 + VAT**
(9AM-12:30PM or 1:30pm-5pm,
including 4hrs technical support)
FULL DAY **£330 + VAT**
(9AM-5PM, including 4hrs technical support)

ROOM 6



CAPACITY: 100 STANDING OR 60 SEATING
HALF DAY **£420 + VAT**
(9AM-12:30PM or 1:30pm-5pm,
including 4hrs technical support)
FULL DAY **£640 + VAT**
(9AM-5PM, including 4hrs technical support)



MEETING ROOMS 1-6

EQUIPMENT:

- All have a screen or projector
- Chairs/tables
- Capacities listed on room booking system

Please note no technical support is offered in this space.

SUITABLE FOR:

- Meetings
- Training or workshops
- Conferences
- Rehearsals

Please be aware you need to purchase single title licence to host film screenings in these rooms

CATERING:

- With prior notice food is available for order from LUU Outlets (Please see [Terrace](#) and [Old Bar](#))
- See our [LUU-Buffer-Menu.pdf](#) for food options.



DANCE STUDIOS

With four dance studios to choose from, we're guaranteed to have one that matches your requirements. Each offers a perfect, quiet space for all event types.

MANGO STUDIO

SKY STUDIO

SCARLET STUDIO

JADE STUDIO

These spaces can seat up to 40 people.

All four of our dance studios are available at the same cost.

EQUIPMENT:

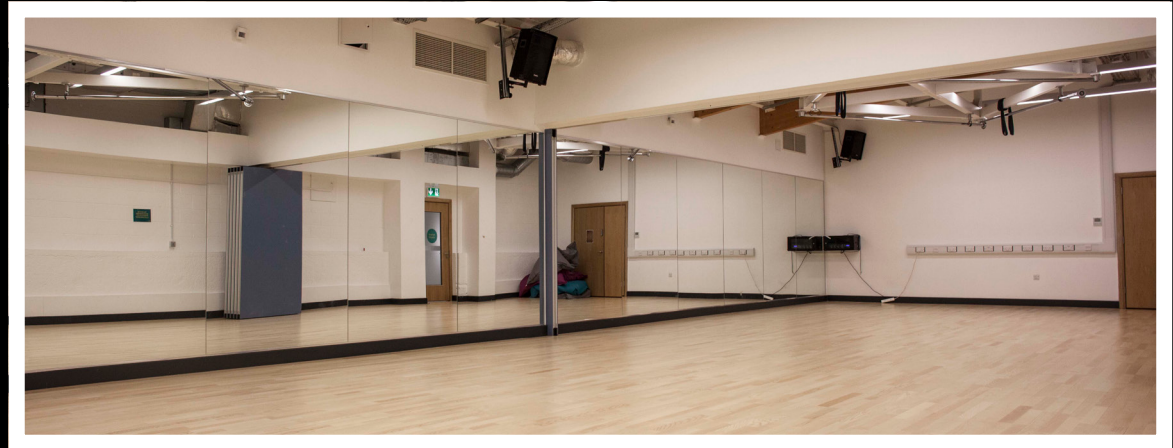
- Dance floor
- Sound system

Please note the standard technical support is available in studios.

SUITABLE FOR:

- Dance/fitness Classes
- Rehearsals
- Yoga & wellbeing

No furniture provided



HALF DAY (9AM-12:30PM OR 1:30-5PM, technical support available - £60 Half Day)

£200 + VAT

FULL DAY (9AM-5PM, technical support available - £120 Full Day)

£375 + VAT

TERRACE

Terrace is LUU's bar and kitchen, with indoor and outdoor seating. It's the only place you'll want to be when the sun is shining. In fact, Terrace has one of Leeds' largest outdoor terraces - so good we named our bar in its honour.

Please note that Terrace is only available for exclusive bookings outside of term time - it's that popular with our students. This also excludes the dates during university events such as graduation and the International Medieval Congress. This space has a capacity of 1,000.

Terrace is available for smaller bookings during term time, on Mondays, Tuesdays, and Sundays.



PER HOUR (Minimum catering: 20 meals; technical support available - £15 per hour) *Receive 5 hours free of charge for orders over £2,000+VAT.

£150 + VAT



OLD BAR

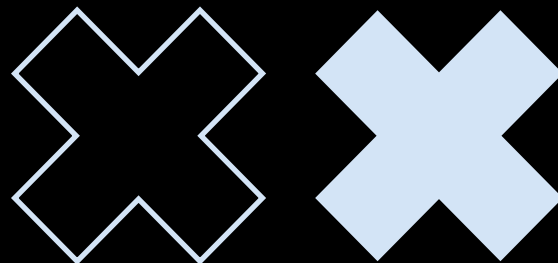
PER HOUR (Minimum catering: 20 meals; technical support available - £15 per hour)

£125 + VAT

Old Bar first opened its doors in 1939 and has been serving the community ever since. With a huge selection of craft ales on tap, there's no better venue to hold your event - whether it's a meeting or a pub quiz.

Please note that Old Bar is only available for private bookings outside of term time - it's that popular with our students. This also excludes the dates during university events such as graduation and the International Medieval Congress.

This space has a capacity of 660.



THANK YOU

Leeds University Union is a registered not for profit charity that exists to support over 38,000 members, to ensure they all love their time at Leeds.

By working with us, you are enabling us to provide advice, support and more services to benefit and celebrate our student community. Thank you.

