Note: We have a working relationship with the Mercure Hotel Brighton 149 King's Rd, Brighton BN1 2PP, also this is the hotel with the Presidents Discount 😊

**General Tips**:  
- Work with UoB LGBT+ to make it a bigger event and because they are laugh   
- **Start working on the Ball At LEAST 2 month in advance**, ideally three months  
- **Subsidise the Ball using the LGBTQ+ Officer Budget**, we did a £5 per ticket subsidy.  
- The **Mercure Hotel does offer a Vegan and Gluten Free meal option**  
- The **Mercure has only one gender neutral/ disabled toilet** but are happy for people to use whatever toilet.  
- Before you go ahead use **Google Forms to gauge if enough people will come**   
- All Union Contacts are Available on the SU website  
-The Hotel are happy for you to use your own Decorations 😊  
- There will need to be a £500 deposit paid to the hotel subject to the contract   
- **If the ball is cancelled the full amount will have to be paid anyway!**

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| What to do and when | | |
| Contract | Entertainment | Other |
| **3 Months before** a chosen date | | |
| 1.Use Google forms to put out a survey to Both societies to gauge how many people are interested **At least 70 people are needed** Ask About:  +1’s  Dietary requirements  Any comments | 1. Start asking possible performers if they would be free on the date; maybe Drag Soc, Folk Soc or Uke Soc Big Band (although big band is expensive) |  |
| **3 Months before** | | |
| 2. Contact the Hotel to arrange a contract using **csales.mercurebrightonseafront**  **@jupiterhotels.co.uk** |  |  |
| 3. The Union Events team need to approve the contract | 2. Start planning an itinerary for the night using the times specified in the contract. |  |
| **2 Months before** | | |
| 4. Once the contract is approved approach the Union Activities Team to arrange ticket sales through the SU Website. It will need to ask about meal options (Drinks will be organised through the seating plan). Advertise the Ball heavily using the Email, Facebook and Twitter | Start planning the PA system; the hotel has a really basic one that isn’t very good.  The union have several ways of getting a PA system so ask the Events Team.  Someone will have to work the PA on the night; James from the Events Office is able but will have to be booked well in advance. | 1.Paying the performers (if needed), PA rent and Techer fee will have to be done in advance of the Ball due to Union Rules. Use the Officer Budget and Arrange using the Union Finance Dept. |
| **1 Month before** | | |
| 5. Once the deadline has passed payment to the hotel must be organised through the Activities  Office before the date of the Ball, although the Hotel are Lenient to an extent.  Don’t forget to use the LGBTQ+ Officer Budget as part of the payment. |  | 2.Create a google doc and let people fill in what table they would like to be on and what they would like to drink. The Hotel should send a Plan of the floor, with tables and numbers of seats.  This will have to be sent to the Hotel at least 2 weeks in advance. |
| **2 Weeks Before** | | |
| 6. Double check that everything is going:  Payment to the hotel  Performers  PA and Techer | | |