



Party Nights, Weddings, Celebrations & Meetings

Price Match Guarantee: We are confident that we offer the best value Conference and Meeting packages in Reading. If you find a similar venue at a lower rate, let us know and we will beat that quote* by 10%

Service Promise: From the initial enquiry to the completion of a successful event, we appreciate that every detail has to be just right. When you entrust us with your event, you can be assured that we at the RUSU will deliver the contracted services in a professional and efficient manner.

Before the Event

- Your enquiry is responded to on the same day.
- One selected member of the Hospitality Team will become your dedicated contact.
- Your Conference Package offer clearly states all details and our delegate package rates make budgeting simple.
- Before your arrival, we reconfirm your schedule with you.

We will be as flexible as possible in accommodating last-minute changes and requests. Any shortcomings will receive our immediate attention to ensure the continued success of your event. Our business objective is to achieve a successful partnership with your company and the RUSU to be recognised as the preferred venue for conference organisers in Reading

When you Arrive

- You will be greeted by your Conference Host - your contact throughout your event.
- The agenda will be confirmed and you will be shown the full facilities.
- The room/s can be ready at least one hour before the event is set to start on request.

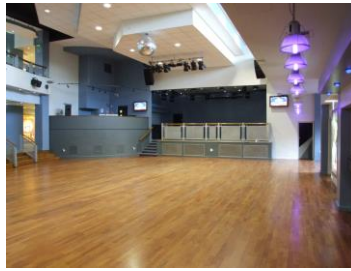
During the Event

- We take care to ensure that you have a smooth and trouble-free meeting.
- An agreed message service ensures prompt delivery and minimum disruption.
- Your timetable becomes our timetable.



Facilities

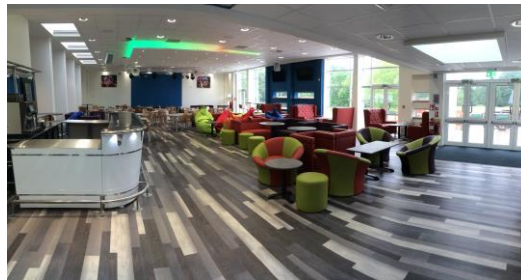
3sixty



Suitable for conferences, theatre productions, party nights and a variety of activities with a capacity of up to 1,500 across 2 floors. This facility has 5 bars, staging and full audio and visual capabilities and is purpose built to facilitate high quality entertainment.

3sixty can be split in to an upper and lower hire capacity. Upper 3sixty is ideal for meetings and social gatherings up to 300, Lower 3sixty is the location for party nights, theatre productions and conferences up to 1000.

Monterey



New for Summer 2015, this meadowside venue has a capacity of 360. Monterey is available individually or in combination with Mojo's and Mondial which brings the capacity up to 1,150 (or 500 formal seated).

Mondial



Large 300 person capacity open floor room, complete with lounge area and bar facilities. Mondial is ideal for for Receptions, Meetings and Party nights and available individually or in conjunction Maluko

Mojo's



During University vacation periods, Mojo's bar is available to external hirers. With a capacity of 400, this is a fantastic venue for party nights and entertainment with staging and audio visual capabilities.

Thet Win Aung Boardrooms

Overlooking the University Campus, TWAB is our main boardroom style venue for up to 50 persons. The room can be hired as a whole or split in to 2 smaller areas

Facility Capacities

Room	Boardroom	Theatre	Dinner Formal	Reception/Party Night/Buffer
3sixty	N/A	300	250	1800
Mojo's	N/A	100	80	400
Maluko	N/A	300	230	360
Mondial	N/A	150	100	350
Monterey/Mojos	N/A	250	400	750
Monterey/Mondial	N/A	250	400	700
Monterey/Mojo/Mondial	N/A	N/A	500	1115
Combined Venues	N/A	N/A	800 (2 rooms)	2665
TWAB	28	30	49	50
TWAB1	16	20	28	25
TWAB2	16	20	21	25

Other configurations are available. Please ask for details

All of our conference suites offer the following:

- Flexible layouts to accommodate most events
- Modern Internet, ISDN and telecommunications technology
- Air conditioning
- Mood lighting
- Inclusive hot beverages throughout the day
- Dedicated Conference Host
- TV, DVD, flip chart, screen and whiteboard
- Natural daylight and blackout blinds
- A range of great value conference catering options

A range of additional equipment is available in-house to rent including LCD projectors

Please Note:

Bookings will only be accepted on completion of the appropriate form and will be on the basis of a three week rolling booking programme.

Please respect the meeting rooms and leave them in a clean and tidy state. Failure to do so may incur a financial penalty.

Failure to give 2 weeks notice of cancellation of any booking will result in 50% of the booking fee being withheld.

Please note that there will be no reduction in refreshment costs if fewer numbers are notified within 48 hours of the booking.

A separate sheet gives full details of room hire and refreshment costs. Please note minimum costs/numbers apply for the supply and cost of refreshments.

RUSU room bookings - Housekeeping

Fire Alarm

This is a continuous two tone warning which sounds when a smoke detector is triggered anywhere in the building. All staff and visitors must clear the building immediately by the nearest available exit, closing all doors and windows behind them.

Fire Assembly point

In front of the Palmer Building.

You will be advised when it is safe to re-enter the building by the Fire Evacuation Officer.

Fire Exits

Please follow Fire Exit signs to your nearest exit point. Do not use the lift.

Fire Assembly point

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Disabled Refuge Point

The Disabled Refuge Point is at the top of the stairs between the boardroom and Upper 3sixty

Facilities

The lift is located across the link corridor. The Boardroom is on level 3, RUSU reception and Main Entrance / Exit is

located on level 1 Nearest Unisex toilets is downstairs in the Hub

Nearest Disabled toilet is downstairs in the retail concourse corridor

Nearest Female Toilets are located in upper 360, beyond the food kiosk area.

Other Female toilets are downstairs past Reception through the Retail concourse, through the double doors to the lower corridor where you will find the toilets situated beside Café Mondial.

Nearest Male Toilets are located in upper 360, beyond the food kiosk area.

Other Male toilets are downstairs past Reception through the Retail concourse, through the double doors to the lower corridor where you will find the toilets situated beside Café Mondial.

DAYTIME AND INTERNAL ROOM BOOKING FORM

PLEASE READ CAREFULLY THE BOOKING NOTES OVERLEAF BEFORE COMPLETION

Name/Club/Company:	
Contact No:	
Mobile No:	
Email address:	

		<i>For official use only</i>
Reason for booking and Room required:		
Date/s required:		
Start Time:		
End Time:		
Number attending:		
Catering Requirement: (please indicate menu selections and times required)		
Room set up: (theatre/boardroom etc.)		
Other requirements:		

Signed: Date.....

Room Allocated:	
Charges:	