

Booking Events
Events in RGU:Union space, book two days in advance
Events on the rest of campus, book a week in advance

Risk Assessment

Booking Form

Food Safety Form

Yes to Aramark catering

Contact Aramark for catering
(rguhospitality@aramark.co.u)

Declined Aramark and will be self catering

Timetabling approves booking

Booking confirmed, advertise event through 'What's On Listing'
If the event is ticketed fill out an 'Events Ticket Form'

If you have an event with an external speaker please book 3 weeks in advance as RGU:Union approves external guest speakers

