

# SU Arts & The Edge

Groups Training Conference  
April 2025



# Meet the Arts Team

Staff	Role	Speak to them about
Sam Ellis Hunt (2025-26)	SU Activities Officer	Any society business, representational issues, student issues
Susie Canning	Arts Development Manager	Society finances, external relationships/partners, group development, committee questions and issues
Libby Brown-Turner	Arts Coordinator	Event Planners, show support & tickets, PNQs
Yiping Sun	Arts Administrator	Room bookings, access, online products
Chris Lyon	Facilities and Technical Manager	Risk assessments, anything technical, transport hire
Nicolas Mortreuil (2025-26)	Arts Liaison – Activities Executive	Group feedback, positive stories, society issues

# What We Will Cover

## For everyone

- What's new?
- Our spaces
- Bookings and access
- Finance processes
- PNQs

## Theatre Allocations

- Bidding process
- The planning process
- Semester 2 limited slots



# What's New?

## Exhibition Opportunities

- Event Space gallery wall – exclusively for exhibiting student work
- Available to groups or individuals
- All (2D) artforms are welcome!
- Quick process to apply – *just email us if you're interested!*

## Spaces

- The Edge Café will be re-opening for 2025-26
- Scala Hall in Oldfield Park available for society bookings

## Theatre Bidding Process

- We implemented a new bidding process for theatre space for shows/events
- General bidding has already taken place as well as presentations/allocation panel
- More info on semester 2 bids at the end of this session!

# Spaces

# First and (in our opinion) most important... The Edge Café

- We're thrilled to announce that **The Edge Café** will be reopening for Semester 1 – a very exciting result after a long pause since COVID!
- We can't wait to see the space come alive again as a social hub for students.
- Ready for a new look, renovations are happening over the summer, and more details will be shared soon – stay tuned!
- Event Space will remain available for society bookings and late-night Café openings are available for shows and events.





# The Edge Theatre

## Used for:

- Shows and performances
- Film nights
- Talks

## Capacity

- Audience: **201/219** (less with filming)
- Stage: up to **90** people (less if there is a large set)
- Dressing room: **18** (for large shows we will book additional dressing room space)

## Performance space

- Width of stage – 11.8m
- Depth of Stage – 11m



# The Weston Studio

## Used for:

- Shows and performances
- Talks
- Rehearsal and workshops
- Dressing room for Edge Theatre

## Performance space

Total Size of room – 14m x 11.8m

Width of stage – 11.8m

Depth of Stage – 8.5m

## Capacity – The Weston

- Rehearsal/dressing room: **140**
- Performance (seating rake out):
  - Audience: **72**
  - Stage: **68**
- Performance (seating rake out + 2 additional rows):
  - Audience: **96**
  - Stage: **44**
- Dressing room: **5** (for large shows we will book additional dressing room space)



# The Event Space

## Used for:

- Open Mic Nights
- Society socials
- Craft workshops
- Small showcases/performances
- Quizzes

Booked 'as is', you can configure the furniture to your needs and re-set at the end of your booking.

If you want to use the PA system/projector, you will need a short induction with the Arts team.

Information on booking the Edge Café to follow later this summer!



# Rehearsal / Workshop Spaces

We have 9 practice rooms available for society rehearsals, classes, workshops and individual practice. The Amp Room is exclusively booked by MusicSoc, if you want to use it you must become a member!

## Room Facilities:

**Speakers** are available in: Dance Studio, Art Studio, Weston Studio and Ensemble Room. ***DO NOT remove these, or the cables from the rooms!!***

**Portable dance mirrors** are available in: Art Studio and Weston Studio.

**Pianos** are available in:

- Ensemble Room
- Music Studio
- Choral Practice Room
- Music Practice Room 1
- Music Practice Room 2
- Buchan Solo Practice Room

# Digital Studio

The Digital Studio re-launched last year and we have invested in more specialised photographic and digital facilities.

- Computers with Adobe Suite and Blender
- 3D printer – talk to Chris if you ever want to use it
- Photographic backdrops in white, black and green
- Photography equipment available to borrow upon request. Note inductions are needed if you wish to use any of the equipment make sure to email us early

*The Digital Studio is not available as a music or dance practice room so please do not use it as one. As the only specialised Digital Studio on campus it's important that it's used for it's intended purpose. If you are looking for a dance space for your society and the Dance Studio is unavailable, please let us know and we can help with alternative spaces (such as Weston Studio and Scala).*

*If you are given Digital Studio access for a cupboard in there, you must not access this room for use without a booking.*



# Art Studio

- More flexible on its uses
- We have made the Art Studio a bookable space on the Student Society Agora, this is for societies that require a space for messy-based art forms.
- We have done this to allow those few groups to book a few of their own slots
- Other societies should still email SU Arts for **ALL Art Studio bookings** – even messy-based art related ones.

# Room Capacities

Room capacities must not be exceeded!

Make sure you manage your activity sign ups to stick within the spaces you have booked.

Room Name	Standing (e.g. rehearsals)	Seated (e.g. workshops & dressing rooms)
The Edge Theatre (non-show)	N/A	220
The Weston Studio (non-show)	140	140
The Event Space	100	79
Event Space & Foyer	180	180
Ensemble Room	60	60
Dance Studio	60	60
Fine Art Studio	80	40
Digital Studio	50	25
Music Studio	50	40
Choral Practice Room	10	10
Amplified Practice Room	15	15
Music Practice Rooms 1 & 2 and Buchan Solo Practice Room	6	6

# Our Spaces – Rules for care

We take care of these spaces so that as many people as possible can use them. We expect all groups to treat them with respect and follow the following rules of use:

## **General use for all rooms**

- Leave rooms as you found them (or better!) so they are ready for the next group.
- Do not leave food and rubbish in rooms – use the bins
- Move mirrors/speakers/tables/chairs back to their original positions.
- Do not take speaker leads!

## **Dance Studio, Edge Theatre and Weston Studio floors**

- Respect the shoe rules for each room or your access will be reconsidered
- No tap shoes in Dance Studio
- For all rooms: No thin or stiletto heels. Groups wishing to dance in heels should wear plastic heel protectors
- Tap shoes in Edge Theatre & Weston Studio should always be checked to ensure the screws are done up. Loose screws can scratch or gouge the floors





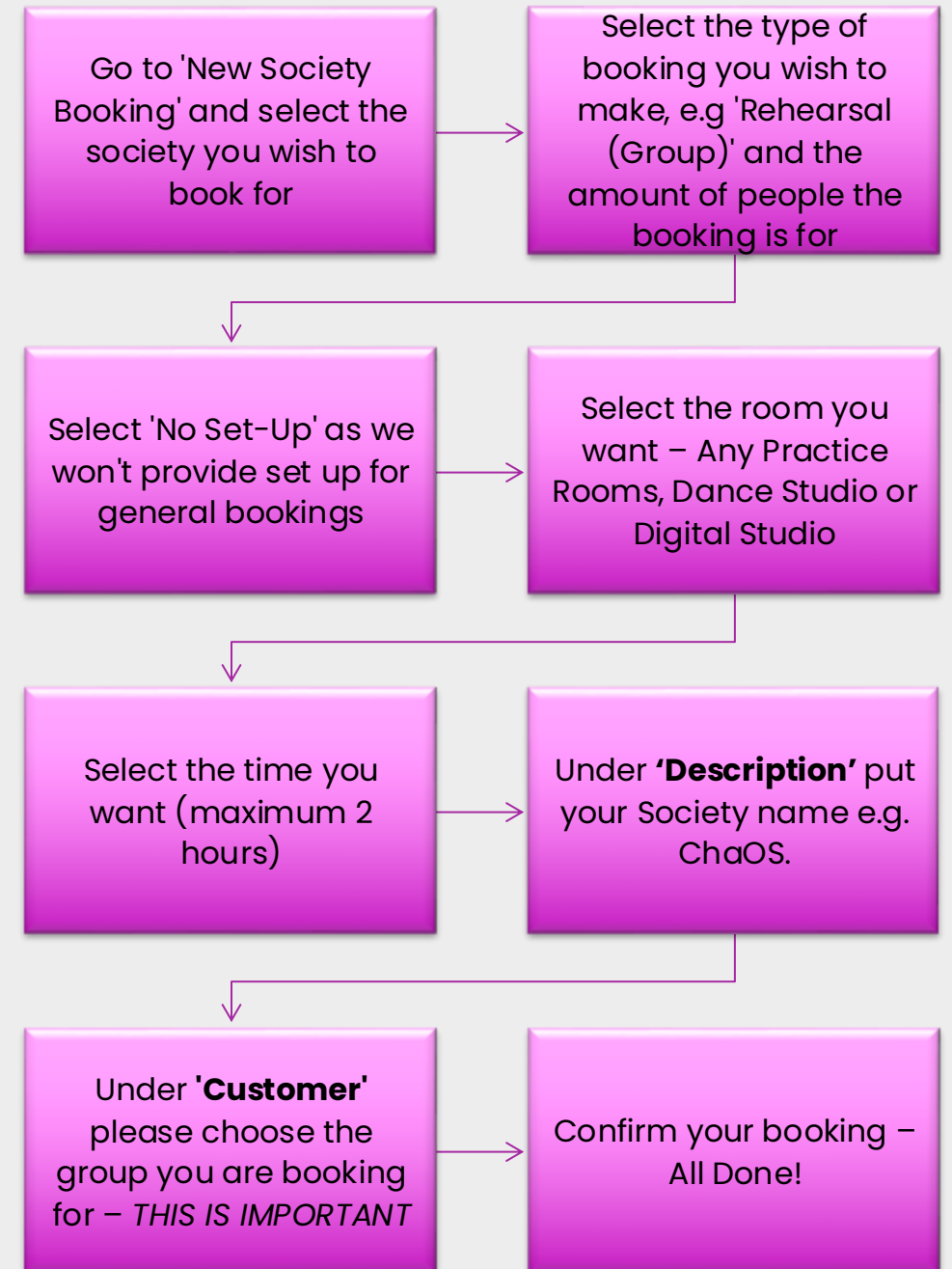
# Access & Making Bookings

Groups can access Agora through their group email account to book rooms.

**All committee members should get access to their Society Agora accounts throughout handover.**

You should always start off by checking the availability of the room you want to book *BEFORE* attempting to make the booking:

- Log into Agora
- You should be taken straight to the Agora 'What's On' page
- Select the date duration you would like, e.g 02/10/25 - 02/10/25 to see 1 days' worth of bookings
- Select the room you want to view, e.g Dance Studio
- All confirmed bookings for that room will now show in list form, in chronological order
- Look for gaps in between shown bookings e.g if there is a booking from 09:00-10:00, and another from 11:00-12:00, this means there is a free slot from 10:00-11:00 that can be booked



# Requesting Bookings

If you are requesting a booking with SU Arts via email please note:

- We aim to respond within 3 working days.  
(This means that if you email on a Friday for a weekend booking or any day for a same day request it's unlikely to get seen or actioned – plan ahead!)
- We only accept society bookings from the society email address so please make sure to email your request from there and not your personal email
- Please include the below information in all booking requests (this avoids unnecessary back and forth and makes your booking request more likely to be confirmed)
  - Day
  - Start time and duration
  - Room
  - What you'll be doing (dance practice, music rehearsal, painting workshop etc.)



# Access & Issues

- Booked rooms can be accessed by any group member using your library card during the booking period.
- Group memberships can take up to 5 days to update on the door system so try multiple cards if one doesn't work.
- If you cannot access a room during your booked time, come to the office or call security if out of hours. Please also email su-arts to report the problem to us or we can't stop it from happening!
- Please don't call security to access rooms that you have NOT booked, or for bookings that haven't had confirmation of completion from SU Arts – this will get flagged and your access will be reconsidered





# Access & Issues: Things to Check

- You're not trying to enter early (even by a few seconds)
- You have the right date (it happens)
- You have the right room
- Can you hear the door click unlocked?
  - If so, sometimes the doors can slightly stick, give it a good push
  - If not, your card probably isn't doing anything



# Access & Issues

Some societies require consistent room access to access their lockers; this is given on a long-term basis without the need for a booking

This access comes with the understanding that the room/s in question should NOT be accessed for general use, and must still be booked through the correct channels if wanted for general use

- If you need to get to your locker, please knock and let yourself in. Be quick and considerate. Get what you need and go
- This is slightly different for the Digital Studio, as now there may be filming taking place. Use the QR code and if the room is in use, knock and wait for someone to answer. DON'T just let yourself in or you may ruin someone's take.
- Think how you would want someone to access a space that you had booked, and reflect this



*If we get reports of groups or individuals causing unnecessary disruption, we will bring you up on it and may need to look into removing your access to the room (which we don't want to have to do).*



# Access & Issues

- If you arrive at your booking and another group is using the room, you can use the QR code to check who is meant to have access to the space.

*This way you can prove who has the room!*

- Sometimes we move groups to alternative rooms and send them an email to say this, then they've rocked up to the original room thinking they have it booked

*So, if you think you have a room booked, but the Agora What's On says otherwise, check your 'My Bookings' section and double check!*

*You may have just missed our email.*

It's always worth checking your 'My Bookings' section regularly, as it's easy to forget when you have so many bookings!



This is the QR code on all Edge doors:





# Regular Rehearsal Calendar

Art Societies (and some other societies who require the specialised facilities) can request regular bookings in The Edge throughout the year for rehearsal, practice, workshops and socials. These regular bookings are allocated on an annual basis and societies need to request these at the end of the previous academic year. Each year these specialised spaces are more in demand and we assess all the applications in order to allocate as fairly as possible.

- You will soon have the opportunity to fill out a form for your desired regular slots in The Edge
  - Keep an eye out for an email from SU Arts in the coming weeks
- Spaces available for regular rehearsals are:
  - Edge Event Space
  - Digital Studio
  - Art Studio
  - Music Studio
  - Ensemble Room
  - Dance Studio
  - Scala

Weston Studio and the Edge Theatre are not available for regular weekly bookings, but we are more than happy to work with relevant groups to book for rehearsals when they are available.



# Regular Rehearsal Calendar

Once the allocations have been made you will receive a report that details your bookings for the 2025–26 year. It is important to **read the report thoroughly!**

- There will be some days/slots that weren't possible due to other commitments in the building, like dressing rooms/pre-planned central events
- Sometimes groups turn up for a room booking that they never had in the first place!
- This is especially important if it's a class booking or something you've been advertising out to your members – check you actually have the booking before making plans
- If you see you don't have a slot on certain weeks, feel free to email and request alternative space (use Agora to check availability first)



# Additional Society Bookings

On top of your regular bookings, societies can also request ad-hoc additional bookings. Many societies find this useful ahead of shows or competitions or for one-off workshops. Note that any requests are as per building availability!

Societies can book up to 6 additional hours per week (up to 2 hours per day) via their Society Agora account.

For bookings longer than 2 hours per day, or more than 6 hours per week, please email [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk) and we will help where possible. If you try to book multiple 2-hour slots, you most likely won't be granted access.





# Student Leader Hub!

You will all get access to the Student Leader Hub on Level 1  
(If term starts, and you do not, please let us know!)

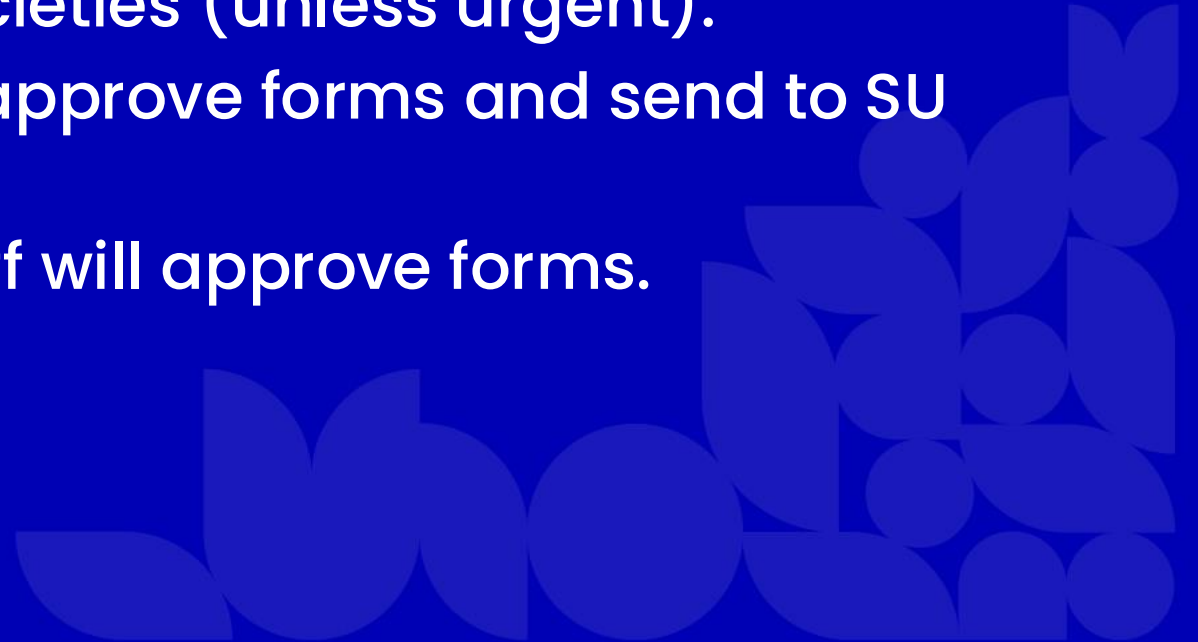
It's a great space to chill, have committee meetings and get away from the craziness that is doing a degree and running a society.

## Some things to consider:

- No food (its carpet...)
- No accessing the bookable meeting rooms
- This space is not for general society activity, and access to the space should not be provided to members
- Try and keep noise down, as meetings happen here, Peer Support are also based here and will be getting work done
- Peer Support –this is also their base! So you can find the lovely team here!
- Keep it tidy & respect the space

# Finance Approval Processes

1. All invoices and financial forms (excluding contracts) should be approved and coded by the Chair or Treasurer.
2. These should then be sent to [su-socsexec-treasurers@bath.ac.uk](mailto:su-socsexec-treasurers@bath.ac.uk)
3. No need to copy in su-arts or susocieties (unless urgent).
4. Activities Executive Treasurers will approve forms and send to SU Finance for payment.
5. If the Treasurers are absent, SU staff will approve forms.



# PNQ's (paying individuals)

- If you want to pay an individual for a service, they provide your group (i.e. dance teaching, directing, conducting, photography) you **MUST** follow the NESAs (non-Employment Status Assessment) process.
- This process allows the University to check the suitability of an individual in line with HMRC regulations.
- As an SU Group, the Arts Team will conduct these checks on your behalf.
- This applies to **any individual you wish to pay for a service, including students.**
- This does not apply to other SU groups/external companies (e.g. Backstage).
- The scheduled work must **NOT** go ahead until a PNQ form has been completed, sent to SU Arts, and processed by SU Arts.



# PNQ Process

1. If this is the first time in the academic year that you are doing the PNQ process, email [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk) to request the form.
2. Agree with the individual the extent of the engagement (dates, hours, rates)
3. Chair/Treasurer to fill in blank areas in **section 1**. Include any and all subsequent dates for the remainder of the academic year (if unknown this can be overestimated but should not be underestimated. If underestimated a second PNQ may need to be completed for future instances).
4. **(minimum of 21 days before engagement)** Send the individual the PNQ form and ask them to complete **sections 2 & 3**
5. Upon receiving it back, check sections 2 & 3 have been fully completed. If not, send the form back and get them to fill them in!
6. **(minimum of 14 days before engagement)** Send PNQ form and corresponding Purchase Order and Credit Card Request Form (orange form) to [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk)
7. The PNQ form will be processed by SU Arts and the individual will receive an automated notification that their status has been confirmed.
8. A purchase order number will be generated by Finance and sent to the group who must share with the individual.
9. The individual can only be paid after their engagement by their creating an invoice (including the purchase order number).
10. This invoice can then be processed as per the normal procedures.



# New Event Planner on Zoho Forms

- Launching on 1 Aug
- 30% shorter than the previous Event Planner
- Improved processes around online products and resource booking.
- New templates for finances and risk assessments



The screenshot shows a multi-step form titled 'Event Details'. At the top, there is a progress bar with 10 steps, where step 1 is highlighted. The form fields are as follows:

- Group Area \***: A dropdown menu with a downward arrow icon.
- Name of Group \***: A text input field with a cursor icon.
- Email \***: A text input field with an envelope icon.
- Name of Event / Activity \***: A text input field with a cursor icon.

# Which events require an event planner?

You should submit an event planner if:

- Your event costs over £2000
- Your event involves over 200 people
- Community Volunteering
- External providers (e.g. photographer, DJ, caterer, venue)
- External speakers
- Food – not including restaurant socials
- Fundraising for charity
- Transport – only if you are claiming mileage or using an SU vehicle
- Screening a film
- Overnight or Overseas trip

You can submit an online product form without an event planner if your event doesn't come under this list





# Theatre Allocations

# The Edge Theatre Allocations

The Edge Theatre and Weston Studio are programmed a year in advance. For the 2025/26 academic year, we have introduced a new process for all groups who wished to put on a show or event in the Edge Theatre and/or Weston Studio.

This model allowed groups to bid for available slots in the theatre calendar which will be allocated by a panel of student leaders and SU staff. This offered groups the opportunity for medium and large-scale shows in the Edge Theatre and small and medium-scale shows in the Weston Studio (with 1-3 performances per show).

Bidding was open to all SU affiliated groups and applications were made via the 2025-26 Edge Theatre and Weston Studio Bidding Form. We put together bidding guidelines which detail everything you need to know about putting on shows in the Edge Theatre and Weston Studio and how to bid for a slot.





# What is Bidding?

Bidding is the process of student groups pitching proposals for shows/events in the Edge Theatre and Weston Studio.

The bid will have a plan for the production including the name of the show/event, a summary of the creative vision behind the production, the allocation of key roles (such as producer, director, Treasurer), budget outline, and a vision of how it will benefit the student community.

Once the bidding deadline has passed, you will be required to give a presentation to the panel, who will have some further questions for you.

Time slots will be allocated once the bids have been received.

The panel will then make the decisions as to which bids are offered the 2025/26 slots.

# Why?

We want all student groups to feel that they can propose a show – whether for a long-established activity or a brand-new idea.

We heard your feedback about the challenges groups faced with the previous process and we hope this new approach will provide better opportunities for groups and help ensure our staff can best support each group's creative and logistical event needs.

This new process has been developed with feedback and input from student groups, student leaders, SU Officers and our specialised Arts and Technical staff.

# Bidding Process

1

READ THE  
BIDDING  
GUIDELINES

2

ASSEMBLE YOUR  
TEAM

3

DECIDE WHAT  
YOU WOULD LIKE  
TO PUT ON &  
WHICH SLOTS  
MIGHT BE  
SUITABLE

4

FILL OUT THE  
APPLICATION  
FORM

5

PRESENT YOUR  
PROPOSAL TO  
THE PANEL

6

AWAIT THE  
RESULT OF YOUR  
BID

7

IF SUCCESSFUL,  
ATTEND THE  
SHOW PLANNING  
TRAINING IN  
SEMESTER 1



# Semester 2

## Additional Slots

Didn't put a bid in, but would still like to?

Or maybe you were unsuccessful for the 1<sup>st</sup> round, and wish to try again?

We appreciate that often the best ideas come when you least expect them or in response to external factors. With this in mind, we are keeping **three slots in Semester 2** available for bids in Semester 1 of 2025/26.

This will allow for new groups, collaborations or ideas that emerge in Semester 1 to come to fruition in Semester 2 without waiting another year!

This will also give any unsuccessful bids from the first round the opportunity to apply again.

This will also give you a little extra time to refine your initial bid and the panel will be happy to provide feedback to help you with this.

# Timeline

Bidding Opens	Bidding Deadline	Presentations to Panel	Mandatory Training
Monday 20 October 2025	Sunday 9 November 2025, 23:59	Wednesday 26 November 2025, afternoon	Date TBC – end of Semester 1

If you have any questions leading up to this, you can email us at [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk) with the subject 'Theatre Allocation Query'

Or book an event drop in with us to chat it through!

# Alternatives

In the event that the panel did not feel your bid was suitable for either of the theatres this time around, they can also advise on alternative spaces for hosting your show/event.

This might be in a more relaxed setting such as in The Edge Event Space or the Plug & Tub, both of which can both provide audiences in excess of 50 people, or elsewhere on campus.

# 2026-27!

Bidding for 2026-27 will open in Spring 2026 and as committee it will be your responsibility to bid for slots for the following year.

All societies will receive emails containing information and deadlines about these processes in January 2026.

# Question time!

**Feel free to ask us about anything  
you've heard in this session today**

**A copy of this presentation will be uploaded to the Student  
Leader Training Hub for you to check back on anytime.**