

## Booking the Old Bar

Here at the Old Bar we know that no two events are ever the same which is why we have a team of events co-ordinators to ensure that we are doing all we can to make your event specially designed just for you!

In this leaflet we have outlined some of the ways in which we can help to support your event and some of the areas of the bar that you can hire.

The best thing about holding your event at the Old Bar is that we charge no hire fee at all, that's right you can hire a space in the Old Bar for Free at any time when we are open.

WE DON'T  
CHARGE A HIRE  
FEE FOR YOUR  
EVENT!

### How to book

1. Pick out the space which fits your needs.
2. Decide on any of our extras you might require.
3. Fill out and return the booking form either in person across the bar or e-mail it to [unioldbe@leeds.ac.uk](mailto:unioldbe@leeds.ac.uk).
4. Sit back and relax whilst waiting for our reply which will happen within 7 days.
5. One of the Old Bar event co-ordinators will contact you and confirm your booking. If you would like to discuss your event further then this will be the opportunity to do so!

We also welcome people to come into the bar and talk through the event with our co-ordinators (it sometimes helps to be in the physical space).

6. Your event is booked and all you need to is turn up and have a good time!

## Pick a space

### 1. Tables

If you just want to book a/some tables for a group of 2-30 then this is the option for you. The tables will be clearly labelled when you arrive or alternatively just ask at the bar. *Not available Friday after 10pm.*

### 2. An area

If there is a group of you from 20 to 70 then we can reserve an area of the Old Bar for you, this is an opportunity for a large social or just a meet and greet.

### 3. Half the bar

If there are over 100 of you then we can reserve half the bar for your event, this is a great opportunity for games nights, fundraisers, private quizzes, birthday parties or society nights.

### 4. The whole bar

If you have a group of over 100 then we can offer you the exclusive use of the Old Bar completely free (only available out of term). Maybe you are organising a Christmas party or a end of year halls event? We can offer you a venue for your event. *Only available out of term.*

### 5. The snug

We have an area near the smoking exit which is a very private area, it seats around 20 and is great for a more relaxed, social AGM, or just a get together with friends. *Not available for Major Sports games.*

## Extras

### Music

DJ: £50 (if you provide your own DJ you can use our equipment for free)\*

Take over the sound system:

Provide us with the CD's you would like to play and we will put them on for you.

*Only available to half the bar and whole bar events.*

YOU CAN COME  
& CHAT TO US  
ABOUT YOUR  
BOOKING

## Food

A buffet menu is available from £3 to £15 per head. Food offers are available to groups of 10 or above.

## Drinks

Real ale: Is there a brewery in Yorkshire whose ale you would like on at your event? We can make it happen. \*\*

Cocktails: We can design you some bespoke cocktails for your event or we can hold a cocktail station where your guests choose the alcohol and mixers and our staff make it! Drinks offers available to groups of 20 or above. Offers subject to size of booking but VK will always be offered at £2.

## Pretty things

### Decorations

Tell us what you want and we will purchase the decorations and put them up. Balloons, flowers, banners themed parties, the sky is the limit! Prices start at £5.

## Fun stuff

### Quizzes

Some might say quizzes are what we are known for (we certainly get a lot of requests to hold them anyway). Sadly our Thursday night quiz is not available for take over but if you would like to hold a quiz in the bar then we can offer you the space but unfortunately not the microphone.

### Wii

We have a wii with four remotes and a variety of games to play. £30 per event.

### DVD player

We can show films for private or public screenings.

### Pool tables / table football table

Want to hold a pool tournament/table football tournament? We can provide you with the name charts and games. 50p per person.

### Karaoke

We provide all the equipment you provide the talent. We have over 40 Karaoke CD's with plenty of classics to choose from, we set up two microphones and have a member of staff on hand to work the system for you. £30 per event.



# The Old Bar

HIRE THE SPACE FOR FREE!



# EVENT BOOKINGS

## Request Form



## Booking Form

Name .....

Contact number .....

E-mail .....

Date of Event .....

Start time ..... Finish time .....

Brief description of the event .....

.....

.....

Area Required (please circle):

1    2    3    4    5

Other: .....

.....

.....

What you require (please circle):

Decorations | DJ | Use of the sound system | Buffet |

Food Offers | Real Ale | Drinks offers | Quiz | Wii | DVD |

Pool tournament | Table football tournament | Karaoke

## Submit your booking

Please hand in this form at the Old Bar or e-mail it back to Unioldbe@leeds.ac.uk. We will be in touch within seven days to confirm your booking.

Thanks for choosing the Old Bar for your event!

\* Damage to the equipment is chargeable.

\*\* The Old Bar is watching its carbon footprint so we only carry local ale. Bookings are subject to availability.



## Contact

For more information or if you would like to discuss a booking, please contact the Old Bar Events team.

Email us: unioldbe@leeds.ac.uk  
 Phone us: 0113 3801 316 / 317



Leeds University Union.