**EVENT EQUIPMENT LISTINGS**

 **PURPOSE**
To provide a listing of all the current events equipment available to event organisers, holding events within Student Union premises.
This includes details such as:

* The area the equipment can be used
* Damage and/or replace costs
* Hire or Staffing cost
* Timeframe required before booking

**EVENTS EQUIPMENT**

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| **Image**  | **Equipment** | **Quantity held by SU** | **Costing** | **Location** |
| 100 Foldable Event Chairs (Available for Hire / Staff Only) | Black Foldable Event Chairs | 100 | Replacement/Damage Cost For Chairs = £15.00 (Per Chair)Replacement/Damage Cost For Trolley = £150.00 | All Areas of the Students Union |
| 12 Foldable Event Tables (Available for Hire / Staff Only) | Foldable Event TablesLength 6ft Width 2ft | 15 | Replacement/Damage Cost For Table = £75.00 (Per Table)Replacement/Damage Cost For Trolley = £250.00 | All Areas of the Students Union |
| 2 x Outdoor Power Reel | Outdoor Power Reels | 2 | Replace/Damage cost = £25.00 per reel | All Areas of the Students Union |
| 5 x Extenstion Lead | Switched Extension Lead with NeonIndicator | 5 | Replacement/Damage Cost Per Extension Lead = £10.00 | All Areas of the Students Union |
| Biodegradable Plates [9 inch wide] - Â£5.50 per 50 plates | Biodegradable Plates[9 inch wide] | Aim to stock 200 at all times | £5.50 per 50 plates | All Areas of the Students Union |
| Biopac Cups [200ml] - Â£6.00 per 100 cups | Biopac Cups [200ml] | Aim to stock 200 at all times | £6.00 per 100 cups | All Areas of the Students Union |
| Catering Equipment - Urns &amp; Milk Jug | Urns & Milk Jug | 2 x 3L Flask Urn1 x 0.5L Milk Jug | Replacement/Damage Cost For Urn = £25.00 (Per Urrn)Replacement/Damage Cost For Trolley = £10.00 (Per Jug) | All Areas of the Students Union |
| Event Black Table Protector/Heat | Event Black Table Protector/Heat | 1 | No return cost for cleaning kit = £15.00 | All Areas of the Students Union |
| Event Cleaning Kit &amp; Hoover | Event Cleaning Kit & Hoover | 1 | No return cost for cleaning kit = £25.00No return of hoover = £100.00 | All Areas of the Students Union |
| Fully Compostable Cutlery - Â£3.25 per 50 items | Fully Compostable Cutlery | Aim to stock 200 at all times | £3.25 per 50 itemsPlease inform of what type, knives, forks or spoons), or if you are a club/society we can transfer from your budget. | All Areas of the Students Union |
| Gazebo 1 -  Red | Gazebo- Red | 4 | If returned damaged the bookee/user of this gazebo will be liable for a replacement cost of £165.00 per gazebo | Collection From SU Reception - Union 1 , Frenchay |
| Gazebo 3 - Black | Gazebo - Black | 1 | If returned damaged the bookee/user of this gazebo will be liable for a replacement cost of £165.00 per gazebo | Collection From SU Reception - Union 1 , Frenchay |