Ball Manual

2023-2024

UCC SOCIETIES

HOSTING A BALL:

If you wish to host a ball, it is imperative you attend the Ball Training at the start of the year for a full overview of what is required.

For anyone hoping to hold a ball in the coming year 2023 please note:

- For balls proposed for semester 1 you will need to fill out this form prior to **Wednesday 16th August '23 :**

  https://docs.google.com/forms/d/1OEW3ZET2utPlCVpgXOj6W_W9a3TtD2HcLKTnJWAQxrk/edit?ts=649c00f3

- For balls proposed for semester 2 you will need to fill out this form prior to **Wednesday 13th December '23** :

  https://docs.google.com/forms/d/15eLQGsAQU9Bpqiwu2hQ7ZZpASR73iaYYRnevtFV_o3o/edit

Risk assessments must be approved prior to signing contracts, paying deposits, advertising the event or selling tickets. You can liaise with health and safety officer Maura O'Leary to get your risk assessment passed (healthandsafety@uccsocieties.ie)

FACTORS TO CONSIDER WHEN PLANNING:

1. Date

- Ensure the date does not clash with any other society ball or departmental event.
- Avoid dates that students may not be able to attend! (e.g. exam weeks)

2. Hotel

- The committee may choose whichever hotel suits their needs best. Before choosing a hotel, factors such as capacity, price, food and drink options etc must be considered. Contact hotels for quotes or ask other societies what worked for them and their balls to see which would be the best fit for you.
- The most commonly used hotels are:

- Rochestown Park Hotel (capacity : 1200)
- Cork International Hotel (capacity : 350)
- The Metropole Hotel (capacity : 350)
- Clayton Hotel (capacity : 1000)

3. Budget

- As costs rise year on year, the budget is the most important factor to take into consideration, you could consider getting sponsorship for the event (more on this is outlined in the sponsorship section further on) to help ease costs.
- A Budget tracker template and task planner can be found here. To comply with GDPR, the tracker is not editable, you need to make a copy and edit your own version instead. The Societies Budget Management Policy can be found on the UCC Societies website.

4. Marketing

- You should choose an exciting theme that catches people's eye!
- Advertise acts, theme & ticket sales on social media and via posters on campus well in advance.

- Many societies create a separate Instagram account to promote the ball, but promotion can also be done on the societies main Instagram account to gain traction.

5. Entertainment

- Balls will usually require a reception act, main act and a dj/act to play until the end of the night. However, this can be modified depending on your society's wants and what is feasible.
- Communication with the acts and the hotel about what sound and lighting equipment is important for the smooth running of the entertainment as it will often vary.
- Some frequently used sound and lighting companies are D2K LTD and Partybands.
- The hotel must be made aware of the entertainment setup and staging prior to the event.

6. Food

- The cost of food per head will affect ticket prices. If the food prices are high, the costs of the tickets may have to rise in order to cover your overheads.
- The usual arrangement with hotels includes a three course meal - starters, main course and dessert.
- Dietary requirements must be considered. You must be able to provide the venue with a rough estimate of the number of guests with dietary requirements and the type of requirement. Dietary requirements are usually compiled as the guests are purchasing their tickets. Google forms have been used in the past to collect dietary information however you must ensure that all the information is stored securely. A sample google form can be found here.

7. Bar Extensions and Corkage

- Hotels may offer a bar extension which will come at an additional cost that will vary depending on the hotel.

- A charge of 'corkage' may also be included by a hotel for serving wine that has been brought in by a customer and this will also need to be considered in your budget. Many hotels can provide the wine but it is often cheaper to purchase it yourself and pay the corkage fee.

8. Ticket Numbers

- Number of attendees will directly affect costs. You must ensure you can sell enough tickets to cover your overheads hence not leaving the society in debt.
- Looking at previous years' ball ticket sales can help you estimate the average number of tickets that have been sold in previous years.

9. Ticket Sales

- Tickets can be sold via in person sales using Sumup machines that can be booked out on the portal or via Ticketsolve, the online sales platform. If tickets are being sold in person, this is usually done from the Students Union Common Room. To arrange this, please contact Carol Kennedy at c.kennedy@ucc.ie.
- For your ease, we recommend selling ball tickets using Sumup machines rather than cash where possible. Some balls bring in large amounts of money and societies should aim to avoid handling this in cash. Sumup also makes the transactions safer and provides more accurate records and accountability for all monies. Any society handling cash will need to abide by our cash handling policy which can be found here
- For smaller balls, Ticketsolve is often an easier, more manageable and more sustainable option for your society. In order to create a Ticketsolve for your event, email admin@uccsocieties.ie attaching the completed ticketsolve form which can be found in the 'Forms & Risk Assessments' section of the UCC Societies website.
- It is also a good idea to create a graphic for the office to post alongside your event on the Ticketsolve website. Once the event has been created online

the link will be emailed to the society email address and you can start promoting the event.

- The Societies Guild have created a ticket sales tracker template which can be found here. To comply with GDPR, the tracker is not editable, you need to make a copy and edit your own version instead.

10. Committee Rooms

- Hotels *may* offer complimentary rooms for some committee members but this is negotiated differently with individual hotels and events. Each hotel will have a different policy but remember, they are not required to give out these complimentary rooms.

11. Buses

- Buses are usually required for transportation depending on hotel location and are an essential part of health and safety/risk assessments. For balls in locations close to the city such as The Metropole Hotel, buses may not be required.
- In the past there have been complaints about litter around Western Gateway Building where the buses usually collect ball attendees. Because of this we now ask committee members to be at the bus stop with a bin or bin bags to collect any bottles/cups/rubbish attendees may have brought with them. Alternatively, this can be done by SCS students for a fee. This can be organised through the students union by contacting V.OBrien@ucc.ie.

12. Commonly Used Bus Companies

Bus Company	Contact Number
Ballincollig Coaches	021 487 3828
JJ Kavanagh & Sons	0818 333 222
Brid O'Callaghan Coaches	021 733 4093
Ovens Coaches	021 487 1861
Cork Coach Hire	021 434 2932

Egan Coaches	021 461 3844
Martin Twomey Coach Hire	021 484 0546
Kearneys	021 423 2252

13. Cloakroom

- Charitable societies will manage the cloakroom. Charitable societies will submit a request to the societies president at the beginning of each academic year to be considered for managing a cloakroom for a ball. Societies hosting a ball can then contact the societies president who will allocate a charitable society to host the cloakroom for their ball. This is done to ensure every charitable society gets an equal chance at running cloak rooms.
- Hotel will provide hangers and coat racks.
- Charitable society will provide Sumup machines and tickets for the coats.

14. Contracts

- All contracts must be viewed by the Societies President prior to signing.
- Contracts must be signed for everything and quotes are often subject to VAT.

HEALTH AND SAFETY:

Security and medical staff are usually organised by the hotel but are charged proportionally to the number of attendees. It is important you double check with the hotel that these have been arranged. If not, a general rule of thumb is:

- 1 x Security for every 50 persons - Additional Supervisors needed for larger groups. (For larger groups, always get advice from Tekken)
- 1-500 Persons – 1 medic
- 501-1000 Persons - 2 medics
- 1001+ Persons - 4+ medics (for larger groups, always get advice from Tekken)

Student Care Support staff are required and provided by Tekken security (info@tekkensecurity.ie) - must be organised by the society prior to the event.
For this year 2023/24, Tekken is charging €29.52/hr per SCS staff member (this price includes the VAT costs). **Here** you can find more information on this process.

SCS Station Requirements:

- Less than 200 event attendees or less 2 SCS members
- 200- 500 event attendees- Team of 3 x SCS required
- 500-1000 event attendees- Team of 4 x SCS required
- 1000- 1500 event attendees- Team of 4 x SCS required

Requesting SCS Staff from Tekken:

- Requests for SCS staff can be made with TEKKEN at the same time that security for the event is being arranged with the company. If your event is being held in a location where TEKKEN are not the designated security company you will need to arrange SCS separately with TEKKEN by ringing manager John Mc Carthy (0879836434)
- The individual groups: i.e the Students' Union, Societies, Clubs, that hire SCS for an event and make use of their services are ultimately responsible for paying the individuals working as SCS at their event(s).

General Health & Safety Advice:

- A hotel may state that a ballroom has a capacity for 1500, but if a big stage and/or sound system is being used, then that capacity could be reduced by anything by 250-500 people. Liaise with hotel management/ your security company for advice on this.
- Check with the hotel where the bus can drop off and collect guests. If it is at the bottom of a hill in a darkly lit area, check with the hotel to see what lighting/stewarding plans they have in place to ensure no slips/trips/falls, and the overall safety of guests.
- Warn people at the beginning of the night not to leave their drinks unattended. If you are concerned about the condition of anybody, immediately inform Security/SCS. Keeping people safe is of utmost importance.
- Contacts:
  - Brendan Walsh (Paramedic) 087 2926433
  - John (Tekken) 087 9836434

Work with your Societies Office/H&S Office/hotel and safety experts below so everybody has a good time and gets home safely. Please accept and adhere to any advice given to you.

MAKING YOUR BALL SUSTAINABLE:

Balls are a huge occasion for societies but unfortunately can also produce a lot of waste. The following are some ways you can host a ball more sustainably:

1. Ticketsolve

- Ticketsolve is an online ticket sales platform allowing the user to create a ticket sales link which can be issued to prospective guests allowing them to buy tickets online.
- However, for safety reasons, this option is only suitable for balls with a smaller number of attendees.
- The user can customise the cost, venue and show description for each individual show.
- Once a customer buys a ticket, they will receive a confirmation email with a link to downloading a PDF ticket on their phone.
- On the day of the event, the hosts can then download a user-friendly Ticketsolve app and scan the tickets using the camera on their phone.
- This process is completely paper free.
- In order to create a Ticketsolve for your event, email admin@uccsocieties.ie attaching the completed ticketsolve form (Appendix P) which can be found in the 'Forms & Risk Assessments' section of the UCC Societies website.
- It is also a good idea to create a graphic for the office to post alongside your event on the Ticketsolve website.
- Once the event has been created online the link will be emailed to the society email address and you can start promoting the event.
- If you want ticket sales to end prior to the date of the event please ensure to include this in your request.

2. Recyclable Tickets

- Cardboard/paper alternatives.
- Digital tickets.

- When buying tickets, buy locally where possible to avoid transport emissions.

3. Venue and Location

- Discuss what measures they are taking to be more sustainable.
- Waste disposal method.
- Beer on draught rather than cans/bottles.
- What specific sustainability requests can you pose to the venue?
  - Plastic/glass/bottle exchange. (Collect up used glasses and bottles and receive discount on drinks)
  - Capacity and heating.
  - Lighting.
  - Decorations and equipment available to avoid buying it yourself.

4. Decorations

- Sustainable alternatives- paper confetti, latex balloons instead of plastic, use bubbles instead of confetti.
- Make your own decorations where possible.
- Where necessary to buy decorations, buy locally where possible to reduce transport emissions.
- Rent instead of buying if necessary.

5. Food

- What are the venue's food sources - are they local and sustainable?
- Exact number of attendees should be known to avoid food waste and inform/encourage venues to not overset places.
- What is the venue's means of dealing with food waste?
- Sustainable food options such as vegetarian/vegan should be available.

6. Transport

- Make buses available to reduce emissions.
- Encourage carpooling where possible.

INSURANCE:

From time to time you may be required to provide proof of Public Liability Insurance to prove that students are covered by UCC in the event of an accident.

If you are asked for this, please email admin@uccsoccieties.ie to request it and the team will give you the information you require.

SAMPLE BALL AGREEMENT:

When entering into an agreement regarding a ball, the hotel will provide the society members with a contract/agreement outlining all the details for the night of the ball.

This should be read carefully and strictly adhered to in order to maintain a good working relationship with said hotel.

EXAMPLE:

Agreement ref Student Functions 2023/2024 taking place in Rochestown Park Hotel

University: Ball: Date:

To whom it may concern,

Rochestown Park Hotel has been hosting student functions for the past 25 years. To help to organise the event, can the society please nominate 2 people from the committee to liaise directly with the hotel contact. These 2 persons can relay the information etc between the hotel and the remainder of the committee. These 2 people will sign the below, and will be responsible that the points are adhered to and followed out correctly.

Deposit –

A deposit of €500 is required to be paid in full 2 weeks after the provisional date is held to confirm and secure the booking. This deposit is non-refundable in the event of cancellation, and the full amount will be deducted from the final bill.

Event Room -

The event room will not be accessible until 3pm on the day of the event. No sellotape or sticky adhesive is permitted to be used in the event area, with the exception white tack ONLY! No ladders are available from the hotel.

Accommodation –

Complimentary accommodation provided by the hotel as part of agreement are standard rooms. If there is any damage to these complimentary rooms, the cost will be billed to the society. These rooms are booked on

a room only basis with breakfast not included. Check in to these rooms will not be available before 6pm, checkout time is strictly 11 am.

Rooms allocated at a special rate for attendees will also not be accessible until 6pm. This rate is €155.00 (2023 rate B&B double/twin occupancy).

To avail of this rate, you must contact reservations. Rooms are available on a limited basis.

Arrivals Reception –

A sparkling wine arrivals reception will be provided with our compliments for events with over 250 people sitting for dinner.

A bar exemption is required and will be applied for by the hotel, and provided with our compliments, for events with over 250 people sitting to dinner. Numbers below 250 people, will have the option of having the bar exemption at their own expense. The cost is €250.00 and it allows the bar to run until 1.30am, with music finishing at 2am.

Menus –

The meals will consist of 3 courses, Veg Soup/Chicken Main Course/Trio of Desserts and the cost is €30.00 per person.

Corkage on own wine will be offered complimentary to events with numbers of 250 people or more dining. There is a maximum of 2 bottles allowed per table. This needs to be delivered 48 hours in advance of the event.

Payment –

Final numbers and full payment is required 1 week in advance of your event.

Cloakroom –

The cloakroom is the responsibility of the society & organisers. The hotel will kindly provide hangers and coat rails and a location. The organisers will need to provide cloakroom attendants, tickets and required float. Any items left after the event are to be taken by the organisers and handed in to the students union. The organisers & society are responsible for any losses in this area.

Third Party -

The hotel must be made aware, and be in agreement, prior to the event of any third party suppliers. These suppliers will not be able to gain access to your event if permission hasn't

been granted by the hotel. All third party contractors must produce their public liability cert to the hotel 1 week prior to the event they are working on.

Entertainment –

Equipment for bands, DJs etc cannot be set up until the day of your event, and cannot be stored after the event. We do not allow smoke machines of any kind. All band equipment including staging, mojo barriers etc must be removed on the night of the event. If this is not done, a charge of €1000.00 will apply. The band and

roadies do not have permission to switch off trip switches and emergency lighting etc. If there is extra staging being brought in, a plan of the staging must be forwarded to the hotel in advance to clarify it will be allowed.

Acts booked to play when both rooms are in use, must be of equal popularity, and both acts must be approved by the hotel management prior to acts being confirmed, also must be provided with a copy of the contract in place with said acts. The maximum capacity for both rooms running as one event is 1200 people i.e. 600 per room, not 1200 in one room.

Buses

The organisers of the event are responsible for the booking of transport off of the premises at the end of the evening. These buses must be available from 1.30am. There must be an adequate numbers of buses booked to transport the attendees safely to their destination and the hotel will need a copy of the paid invoice 1 week in advance, to confirm that this is in place.

Medic & Security –

All security & medic charges are to be billed to the society. A medic is required for every event held, and when the numbers go above 350 pax, a second medic is required and so forth, for example, if the event is for 400 people, a second medic is required, and 800 people a 3rd required and so on. The cost per medic is €170.00, and their time is 21:00 – 03:00. The hotel will liaise re amount required and times.

Security is required for every event, the **minimum** number of security for the Kiltegan Suite is 6 security personnel, and the **minimum** number of security for the Estuary Suite is 7 security personnel. The minimum amount covers up to 250 pax only and the ratio after this is 1 security personnel per 70 guests. The cost per hour is €28.50, we will stagger the hours in an effort to keep costs to a minimum.

Extra Security will be required to scan tickets and issue wristbands.

We hereby accept the above terms and conditions on behalf of the _____ Society.

Signed (1) _____

Position in Society: _____

Phone Number: _____

Email Address: _____

Signed (2) _____

Position in Society: _____

Phone Number: _____

Email Address: _____

RESOURCES:

For reference the ball training powerpoint can be found here.

For reference useful ball trackers can be found here.

For reference a useful ball planning agenda can be found here.