



THE STUDENT ASSOCIATION

SASSE

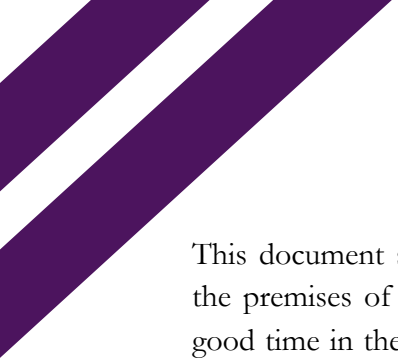
Party Arranging Guide

Last revised by:
Entertainment Committee President 19/20, Cornelia Sellman
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PARTIES

because we love them



This document serves as an important manual for those organizing parties and class dinners in the premises of SASSE. The terms stated below must be complied with, so that we can have a good time in the Pub and Rotunda. Please note that the person responsible for the event has to read this document, sign and hand in at the Vice President's office, in order to book the premises. However, do also note that all information might not be applicable for every event.

Contact the Klubbmästare by e-mail (klubbis@sasse.se) if you have any further questions before or after your party.

The Entertainment Committee (PU) wishes you an entertaining and successful evening!

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1. PREPARATIONS

Catering permit

In order to serve any alcohol at the premises, a sober person who is registered with the Permit Authority, must be present onsite at the premises for the **entire** catering period. Contact the Vice President (VKO), VKO@sasse.se, for the current list of people responsible for catering. Note that the catering permit only covers the premises at the subterranean level of the main building (the Pub, Rotunda, and the corridor in between) as well as Holländargatan 32 (Prinsens Galleri and the Grand Hall), see attachment 1 in appendix.

Fire safety

Before the party, the person in charge shall check the fire safety of the premises by using the pre-existing checklist. This checklist can be obtained from the Receptionist of the Student Association. Also ensure that the first-aid kit is easily accessible.

Security

If you are going to hold a large party (>100), security guards are required to guarantee both your own safety and the safety of your guests. Contact the Klubbmästare **one month** in advance to book guards and make sure to include date, number of guests and time for your event.

Beverages

All alcoholic beverages consumed on the premises of the Student Association must be purchased through Entertainment Committee as stipulated by our catering permit. Do this by e-mailing your order to spritis@sasse.se **no later than ten days** before your party. Make sure to book a time slot for picking up your order from Culvert. Please note that if your order is not received on time, this may mean that the delivery cannot be made.

When making your order you are required to provide the name and telephone number of the person responsible for the catering permit of the evening. We will not be able to supply any alcohol if no-one is responsible for catering.

You will only pay for the alcohol that is used. All alcohol that is left has to be returned to Spritis. Make sure to communicate with Spritis on when and how to return the beverages.

Food

If your event include a dinner, our long time partner is Cicada. Contact for dinner options and send the invoice to invoice@sasse.se, state your name and committee as reference. After your dinner stack the catering boxes neatly in the Kåridor and make sure it is extracted by the catering firm the following day.

If you wish to serve coffee during your event, SASSE has a coffee machine available for rental. It can be booked on YourBlock, ask your committee president if you do not have access.

Guests

As the Student Association has a catering permit for **private parties**, guests who are not a member of the Student Association must be registered in advance as an external guest. A SASSE

member must then, via their SSE e-mail account, register each guest (max. 2 guests for each SASSE member) and that SASSE member will hence be personally responsible for their guest(s) during the evening.

The list of the party's external guests must be included on a computer print-out before the party starts and may **not** be updated after this. In other words, this means that no names can be added in ex. ink once the party has started; this is the first thing that the Permit Authority will look at when conducting a check.

Advertising

As previously stated, the Student Association is covered by a catering permit for private parties, which means that your party may only be advertised to student body and staff at SSE. This excludes all advertising outside the school such as handing out flyers, etc. If you intend to advertise, make sure that the Receptionist of the Student Association stamps the posters in advance. Read 'Communication Guidelines' for more information regarding marketing for your event.

Keys and deposit

You are required to sign separate terms and conditions documents for using the premises, stipulated in the Last Strike including the audio and lighting cabinet. When you have finished using this equipment, it must be returned in its original shape. Contact the Receptionist or the VKO of the Student Association for keys.

Schedule

If you are conducting a large party, you will need to make a schedule for the evening, stating the tasks assigned to each person on an hourly basis. It is important that you point out that times must be adhered so that no station is left unguarded.

The schedule should include the following stations: Kopparport, Admission, Glass Collection, Bar (Rotunda and Pub), Cloakroom and, last but not least, Cleaning.

Other

Table cloth, plastic cups, cutlery etc. is available in the SASSE premises. Consult with VKO if something is missing. If you have to buy extra supplies, decorations etc. on the SASSE budget: use your own credit card and hand in the receipt in the reception. Our Receptionist will help you if you should have any questions. The Pub can be used for storage during a shorter period of time.

If you wish to sell tickets in advance, we have a ticket system that is used regularly within the Student Association. Your committee president will answer further questions.

2. DURING THE EVENING

Admission

The entrance by Bertil Ohlins gata must be used to admit and exit guests to all larger parties. This admission point must be staffed at all times. Students must prove that they are members of the Student Association, and their guests must be included on the guest list. Check the identification of all people wanting to enter the party. If a person is not included on the guest list, they cannot be admitted. For smaller parties held in the Pub, the entrance by Kungstensgatan 32 (Kopparporten) can be used for entrance and exit.

The Main Door by Sveavägen 65 must be manned throughout the evening so that no-one passes in or out through this door. No-one, with the exception of teachers and SSE staff, may be allowed through the Main Door.

The Student Association Council has decided that parties without performances or other special events may not cost more than SEK 70. SASSE members shall show their Mecenat card to verify that they are SASSE members. If they can't do so, they will, as external guests and non-SASSE members, pay an entrance fee of SEK 90.

No alcohol may pass through the admission area, either out of or into the premises.

The Bar

When selling alcohol, the iZettle machines must be used and if asked you must also provide a receipt by email. Furthermore, a non-alcoholic alternative must always be made available, which must be advertised alongside the other beverages. All bottles that are served must be opened. Finally, **three** dishes must always be available to buy from the Bar. These must also be advertised, showing the name of the dish and its price.

People who have had too much to drink **may not** be served more alcohol; check identification if there is any uncertainty about age. Remember that each person tending the bar is personally responsible for what he or she serves, and to whom he or she serves.

For an introduction on how to use the cash registers and an overall walkthrough, please refer to your committee president or Skattis@sasse.se. Bar materials such as openers and non-drip stoppers can be borrowed from Spritis - consult when ordering alcohol. There are ice cube machines available in the Rotunda and the Pub. They have to be turned on at least 6 hours in advance.

Glass collecting

One of the most important tasks of the evening is to ensure that there is no broken glass anywhere in the premises, including the dance floor, corridors, toilets and also outside of the building. The people scheduled for collecting glass must consequently walk around the premises, collecting any glass bottles that they find and sweeping up any shards of glass.

There is a designated room for empty glass bottles where all glass should be sorted and put. If, by any chance, the barrels should be full to capacity it is advised to store empty glass bottles in the

unused, mobile glass dispensers. Should all smaller dispensers be filled, the glass should be neatly stored in the cardboard boxes. The boxes should then be stacked behind the bar counters until the glass room is emptied (Thursdays). It is important not to forget to move this excess glass to the glass storage room afterwards.

The Pub and Rotunda

The Pub can accommodate 150 people and 70 people sitting. If the number of guests exceeds 150, the Rotunda must also be kept open. The Rotunda can accommodate 300 people and 100 people sitting. In total, 480 people may be in the premises at the same time, including everyone working. Smoking is not permitted anywhere near the building and it is up to the people organizing the party to ensure that this is complied with. Windows must be kept closed throughout the evening due to disturbance issues. The ventilation cabinets are used to provide fresh air. Instruction for the ventilation cabinets:

When arriving at the premises, press the switch located on the wall by the podium that manages ventilation in the Rotunda, pressing it initializes a 3-hour ventilation schedule, which may be repeated by additional presses after the 3 hours have passed. For temporary ventilation, press the button with the fan symbol; the premises then be supplied with fresh air for 15 minutes.

Music

The Student Association's music equipment at the Pub and Rotunda is very valuable and a key part of all major parties hosted at our premises. This is why you must contact the Entertainment Committee, Pub@sasse.se, well before your party for information about this equipment.

Usage of this equipment is regulated through the Last Strike and the keys are available at the Reception after reading and accepting these additional terms and conditions.

Cloakroom

Coat hangers and wardrobe poles are available in the store room by the lift in the Rotunda; in 'Gruvan' [the Mine].

Committee Rooms

There is **no** alcohol permit in the committee rooms which is why it is not allowed to bring or have any type of alcohol into these rooms. This is also why these adjoining rooms are locked during your party; please contact the VKO in order to handle this.

3. WHEN THE DOORS CLOSE

Time to go home

No alcohol may be served after 03.00, at which time all guests must leave the premises (= building) and the music turned off, with no exceptions. Only working staff may be present in the building past 03.30.

Cleaning and returning equipment

All equipment must be returned to its original location straight after the party. All non- returnable bottles should be put into the glass-recycling bin. The premises where the party was held must be cleaned as well as the entire corridor (including the back corridor), all toilets, staircases and outside all entrances and windows. Check the Last Strike for more specific cleaning instructions.

Cleaning should take place the same evening as the party is held. Should the premises suffer from sub-standard cleaning by 08:00 on the subsequent morning, additional cleaning will be ordered at the expense of the party's budget.

Garbage room

The garbage room will only be emptied if the barrels inside aren't filled over capacity. Should the amount of garbage produced exceed that of the capacity of the garbage room a suggestion is to stand on the garbage bags to press them together for more room. If there still is no room the garbage must be disposed of externally (at public waste stations). All cardboard must be neatly folded and put in the correct containers in the corridor past "Börs".

4. GRAND HALL (HO)

The event supervisor shall make certain that the cleaning of the Grand Hall is according to the agreement met with the school. Supervisors can only be members of the SASSE Board. The Grand Hall can only be booked by members of the SASSE Board.

Event	Supervisor
HMGPS	PU President
Hwett & Etiquette	SU President
Gasque	PU President
Anniversary Feast	PU President
Handelsdagarna	VKO
Master Welcome Banquet	SU President

Cleaning of the Grand Hall shall, apart from the cleaning executed by the students, be performed by a professional cleaning agency. The agency shall be employed to perform the cleaning on the day subsequent to the party.

N.B. Red wine is not allowed when hosting parties in the Grand Hall!

Good luck with your party and do not hesitate to ask if you have any questions.

Kind regards

The Entertainment Committee through the Klubbmästare,

Cornelia Sellman
Klubbmästare

2019/2020



TO THE VICE PRESIDENT OF THE STUDENT ASSOCIATION
(required for booking premises)

Party:

Date:

Organiser (committee/association):

Person in charge:

I have read and understood the above information:

Signature

Date

