



# RH SU

VENUE HIRE

ROYAL  
HOLLOWAY  
STUDENTS'  
UNION



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SU MAIN HALL



FOUNDER'S BUILDING



SU MAIN HALL



SU MAIN HALL



SU MAIN HALL, STAGE



SU MAIN HALL



SU MAIN HALL



SU MAIN HALL



BUFFET FOOD

## WHO WE ARE.

Set in a beautiful 135-acre estate just outside of Greater London, 6 miles away from Heathrow Airport, Royal Holloway Students' Union has a variety of venues to cater for a wide range of audiences and events.

Whether you envision a vibrant live concert in the SU Venue, a sophisticated corporate conference, an invigorating away day, or perhaps a 'festival style' BBQ on the terrace of Medicine Bar, our venues are designed to seamlessly adapt to your every need.

This short guide gives you a brief overview of each of our venues. To assist you in finding the perfect venue for your event, we encourage you to reach out to us. Drop us an email at [venues@su.rhul.ac.uk](mailto:venues@su.rhul.ac.uk) or conveniently fill in our enquiry form on page 25.

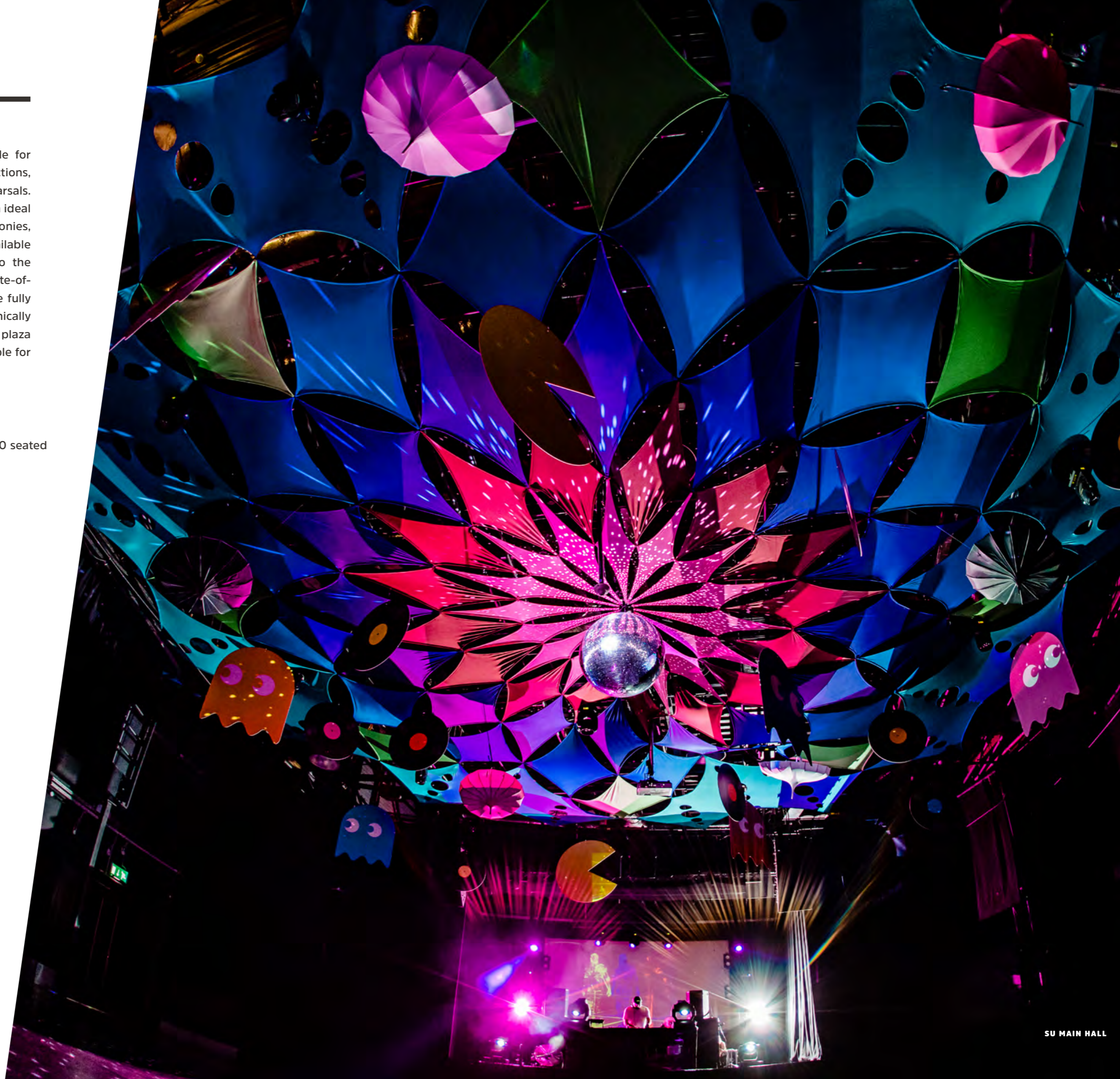
## SU VENUE

### >> MAIN HALL.

The SU Venue is a multi-purpose space suitable for hosting live music events, theatrical productions, performances, large events, and production rehearsals. Beyond the stage, it transforms seamlessly into an ideal setting for conferences, meetings, awards ceremonies, fairs, and various other functions. The Venue is available for exclusive use, with the option of access to the Tommy's Bar (subject to trading hours). With a state-of-the-art motorised truss system, the venue can be fully customised to the needs of the client, both technically and decoratively. The external surrounding plaza provides an outdoor space with a bar, also available for private hire as part of the package.

**CAPACITY:** 1440 whole venue

Auditorium alone up to 800 standing / 200 seated  
Formal dining up to 150 seated



# MONKEYS





TOMMY'S KITCHEN BAR

SU MAIN HALL



SU MAIN HALL



SU MAIN HALL



SU MAIN HALL

## SU VENUE

### >> TOMMY'S KITCHEN.

Tommy's Bar, located inside the SU Venue, is available to be booked out as exclusive space for parties and social events at the weekend and limited weeknights. The bar can be included as part of the SU Venue package, functioning as the venues main bar, or utilising the shutter, with Tommy's functioning as its own standalone venue. The flexible configuration allows for a personalized setup with tables and chairs for a casual seated atmosphere, or a dynamic dancefloor, complete with a small stage/DJ area, ensuring a tailored atmosphere for every occasion.

**CAPACITY:** 180 standing, 60 seated

### >> TOMMY'S LOUNGE.

Non-exclusive area available for meetings and social activities. Bookings are offered throughout the week in one-hour windows.

During exclusive hires of the SU Venue, Tommy's Lounge can be used as a closed off backstage area.

**CAPACITY:** up to 30 seated



TOMMY'S KITCHEN



TOMMY'S KITCHEN



TOMMY'S LOUNGE

## MEDICINE

Medicine is a separate venue on campus to the SU Venue, and is available for parties, theatre productions, shows, performance rehearsals, conference meetings, awards ceremonies, and many other events. Located next to The Hub, this venue can be secured for exclusive hire, although during term time may be restricted subject to trading hours. Can also be hired with the outdoor terrace and beer garden, allowing for a capacity of 1000 people.

### >> BAR.

Medicine's Bar is a 650 capacity venue with a rustic/industrial feel offering a vibrant and colourful space for any occasion. The room comes with an island bar, two raised break-out areas and a big open rectangular space that can be transformed anywhere between a dancefloor, raised stage, theatre, or conference room.

**CAPACITY:** 650 whole venue

Performance/dance floor  
Performance activity seating for 80  
Large raised seating area – 30 seated  
Small raised seating area – 15 seated  
+ additional seating throughout the venue.

### >> MEDICINE TERRACE & BEER GARDEN.

The Terrace and Beer Garden are two separate areas that come as part of the Medicine package. These outdoor spaces seamlessly extend from the main building, creating a vibrant festival atmosphere beneath charming stretch tents surrounded by woodland. Ideal for social gatherings, BBQ's, celebrations, and outdoor events, these areas offer a unique and refreshing setting to elevate your private function at Medicine. Additional staffing costs may be required to open them.

**CAPACITY:** 250 beer garden  
150 terrace







MEDICINE BAR



MEDICINE



MEDICINE



MEDICINE TERRACE



MEDICINE BEER GARDEN

## THE PACKHORSE

The Packhorse has been part of Egham's history since at least 1822, serving the community as a tavern and beer house with good stabling and excellent ales.

Although we can no longer offer you somewhere to stable your steed, we can put on a large range of different events, from meeting and conference bookings to late night parties.

### >> GROUND FLOOR.

The Packhorse ground floor can be secured for exclusive hire, although term time availability may be restricted subject to trading hours.

**CAPACITY:** 70 seated inside  
300 seated whole venue

We can accommodate a wide range of different requests, from stages and live music performances to seated dinners for up to 60 people. We will endeavour to meet all demands where possible, so if you have a vision we will do our best to make it happen. We are also able to open till 2am Friday and Saturday upon request.



## THE PACKHORSE

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### >> MEETING ROOMS.

The Packhorse has two meeting rooms above the pub and a private games room. These are furnished with air conditioning and wall mounted screens perfect for a board meeting and presentation or a space to sit back and watch the football. With a full food menu, we can offer anything from working sandwich lunches to hot fork buffets. Our meeting rooms are set out to seat up to 15 people. Perfect for a staff away day with break out space or a meeting followed by some well-earned drinks.

### HALF-DAY HIRE

Perfect for that shorter team briefing session or a private space to work from. With high speed internet and free tea, coffee and biscuits on arrival you can't go too far wrong with our half-day hire.

### ALL-DAY HIRE

Looking for a location for your team away day? Our all-day hire is the perfect choice and features tea, coffee and biscuits as standard. Looking for something more filling? You can upgrade your food options to include one of our buffet selections or delicious sandwich platters.

In a rush and skipped breakfast? Don't worry we'll sort that for you too.



THE PACKHORSE MEETING ROOM 2



THE PACKHORSE MEETING ROOM 1



THE PACKHORSE BAR



THE PACKHORSE SEATING



THE PACKHORSE SEATING



THE PACKHORSE SEATING

## OVERALL INFORMATION

### >> LICENCE

The Students' Union building and Medicine are licensed for late night regulated entertainment under both a Premises Licence and Club Premises Licence.

### >> AGE RESTRICTIONS

No persons below the age of 16 may be present in the buildings without being accompanied by a parent/guardian/chaperone. No person below the age of 18 may consume alcohol. The Packhorse allows entry to children until 8pm.

## HOW TO BOOK OR ENQUIRE

Booking our venues is easy! Simply press the button below or scan the QR code to be taken to our booking form. Once you've completed the form, submit it and our team will receive and process your request. It's that simple!

You can also email our venues team over at [venues@su.rhul.ac.uk](mailto:venues@su.rhul.ac.uk).

We understand that each booking is distinctive, therefore we strive to offer competitive rates based on your individual requirements. We would be happy to arrange a site visit and free consultation to discuss your booking.

**TAKE ME TO THE FORM**



### EVENT EXTRAS.

We can provide the following services at an added cost:

#### Music

- DJ
- Band
- DJ + live performers
- Celebrity DJ
- Celebrity band

#### Photography

- Photographer
- Videographer
- Photo Booth

#### Special Effects

- Confetti cannons
- Lasers
- Co2 jets
- Bubble machine
- Haze machine
- Snow machine

#### Walkabout entertainment

- Acrobats
- Stilt walkers
- Magicians
- Dancers

#### Equipment

- Banquette style tables
- Foldable Chairs
- Chaffing Dishes
- Crockery
- Gazebos

#### Decoration

- Stretch fabric
- Hanging items
- Table decoration
- Centre pieces
- Disco ball
- Flower wall

#### Tech & AV

- Professional PA
- Monitors
- Mics (wired or radio)
- In ear monitors
- Projector
- Projector screens
- Video wall
- Karaoke
- Portable PA
- Microphones
- Much more...

**THE SU IS UNABLE TO PROVIDE OR ALLOW PYROTECHNIC VISUAL EFFECTS.**

We understand that each booking is distinctive, therefore we strive to offer competitive rates based on your individual requirements. We would be happy to arrange a site visit and free consultation to discuss your booking.

>> **DISABLED ACCESS**

All our venues prioritize inclusivity, offering ramp access to ensure a seamless and welcoming experience for all patrons, including those with disabilities. We also have disabled access toilets in the Students Union building, Medicine, and the Packhorse. Please bear in mind that unfortunately the meeting rooms at The Packhorse are located on the first floor, making it difficult for disabled guests to access.

Please email [DisabledAccess@su.rhul.ac.uk](mailto:DisabledAccess@su.rhul.ac.uk) if you or any of your guest/attendees have any Disabled Access requirements, and our dedicated team will be delighted to assist you in making the necessary arrangements to ensure everyone can fully enjoy their experience at our venues.

>> **PARKING FACILITIES**

Whilst parking on campus may prove difficult during typical working hours, it is possible to provide parking for event contractors and coordinators for the day of the event as long as parking requests are made at least 48 hours in advance and all vehicle details are supplied. Please contact our venues team to register your vehicle details. Royal Holloway campus parking is operated by an external company and RHSU accepts no responsibility for parking fines.

>> **PLEASE NOTE:**

During term-time our venues are heavily used by our many university clubs and societies and availability during weekdays may be a bit limited. Bookings are made on a first come first served basis and entire venue hire is easier to be granted during off-term or weekends.

**FINDING US**

>> **BY CAR.**

Royal Holloway is on the A30, 19 miles from Central London, just off Junction 13 of the M25.

>> **BY AIR.**

Heathrow Airport is 6 miles from Royal Holloway. From Heathrow Central Bus Station, bus 441 will take you directly to the University. Alternatively, you can take bus 8 from Terminal 5. Driving from Heathrow takes approximately 15 minutes.

>> **BY TRAIN.**

Royal Holloway is approximately 20 minutes' walk from Egham station. There are frequent services from London Waterloo to Egham which take approximately 40 minutes to get into the heart of the capital.

>> **CONTACT THE VENUES TEAM.**

[venues@su.rhul.ac.uk](mailto:venues@su.rhul.ac.uk)  
Helpdesk: 01784 276700

**FIND US IN PERSON**

<b>Royal Holloway Students' Union</b>	<b>The Packhorse</b>
Egham Hill	Egham Hill
Egham	Egham
Surrey	Surrey
TW20 0EX	TW20 0BQ

**Find us on social**

- Website - [su.rhul.ac.uk](http://su.rhul.ac.uk)
- Instagram
- Facebook
- Twitter
- TikTok

@surhul



# Our campus



## School office locations

- 1 School of Business and Management**  
Moore Building - 0-11
- 2 School of Engineering, Physical and Mathematical Sciences**  
Bedford Building - 0-37
- 3 School of Humanities**  
International Building - 149
- 4 School of Law and Social Sciences**  
McCrea Building - 1-01
- 5 School of Life Sciences and the Environment**  
Wolfson Building - 118
- 6 School of Performing and Digital Arts**  
Main office Katherine Worth Building - 0-01 & 0-02
- 6a Music office** Wetton's Terrace - 0-04
- 6b Media Arts office** Arts Building - G15
- 7 Doctoral School** Founder's South Tower 1-05

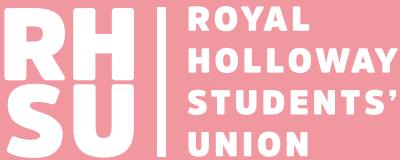
## Key

- Academic
- Social and Sport
- Accommodation
- Car park
- Accessible car parking
- Steps, not accessible
- Rough path may not be accessible
- Bus stop
- Pedestrian crossing
- Café
- Shop
- Library
- Cash point
- Event & Exhibition spaces
- Student Services Centre
- Enterprise Hub
- Wellbeing
- Volunteering Hub
- CeDAS
- GP Surgery
- Post Room

## Kingswood



Find out all you need to know about starting at Royal Holloway at [royalholloway.ac.uk/welcome](http://royalholloway.ac.uk/welcome)



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@SURHUL