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**MSU 151 - Ticket Solve Administration Policy**

Maynooth Students’ Union provide an online ticketing facility “Ticketsolve” for registered Clubs and Societies of Maynooth University. A flat rate of €50 is charged to a Club or Society for the use of this facility. If your Club or Society wish to use ticket solve, please send the requested information (in the form below) to [msuevents@nuimsu.com](mailto:msuevents@nuimsu.com).

**Event Cancellation clause**

If you have booked a hotel/accommodation for your event, you must ask the hotel for written confirmation (email) of the cancellation clause, (the date you can cancel by without incurring any cost). You must also ask the hotel the minimum amount of guests required to pursue with the event (this should also be calculated by you to cover cost’s).

**Maynooth Students’ Union cancellation clause**

If the minimum amount of guests required to pursue with the event is not reached 10 days before the event, Maynooth Students’ Union will remove the event from Ticketsolve and refund all customers. A further €50 will be charged to your Club or Society if Maynooth Students’ Union have to cancel your event.

Setup Fee on Ticketsolve - €50

Cancellation fee on Ticketsolve - €50

**Maynooth Students’ Union – Policy Rules**

* All events are MU Clubs and Society events and not Maynooth Student Union Events.
* All monies received by MSU will be refunded to the Club or Society after the event has closed sales – less setup-fee.
* Interim requests for ticket sale money to be transferred to club/society in advance of event date to aid covering costs may be made to [**accounts@nuimsu.com**](mailto:accounts@nuimsu.com)**.**
* All transfers to Clubs/Societies for Monies owed will be by IBB Transfer and Club/Society will be notified by email.
* In the case of Event Cancellation after set-up the cancellation fee will have to be paid by Club/Society Cheque and made payable to “Maynooth Students Union – Entertainments Account”.
* Maynooth Students union is a service provider only and is not liable for the running of the event or any costs relating to the running of the event, to include but not restricted to:
  + - Notifying Suppliers of the cancellation of events.
    - Any cancellation costs/penalties incurred by the event.
    - Any loss incurred in the running of the event
    - Any cost relating to property damage/loss associated with the event.

**Please Complete the following Event Details when requesting Event Set-up for Online Ticket Sales. (This 2-Page form in full must be sent in to** [msuevents@nuimsu.com](mailto:msuevents@nuimsu.com)**)**

Cancellation date from hotel/Other Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum amount of guests required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*\*\*MUST ATTACH CONFIRMATION EMAIL FROM EVENT SUPPLIERS.***

-Event Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Contacts Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_Contacts Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Name of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Door open time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Event start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Ticket Details Full Tickets Qty : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Afters Tickets Qty : \_\_\_\_\_\_\_\_\_\_\_\_ Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Blog for event (please copy text here)

-Poster (please attach image/jpeg)

-Link to Facebook event *(we will monitor this page)*

*PRO Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*PRO Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Is this a Joint Event : Yes/No \_\_\_\_\_\_\_\_\_\_\_

If So List Other Club/Society is involved : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Event Finances**

Budget for the event needs to be completed below. Please note that all events must be self-financing and must not generate a Loss.

Current Bank Balances of each Club/Society Involved:

**Sample of Template required: Qty Amounts**

Income Sources: Ticket Sales

Fundraising

Sponsorship

Members Contrib

Donations

Other

Costs Food

Room Rental

Music/DJ

Equipment Hire

Light/Sound

Drinks Reception

Transport

Decorations

Prizes

Guest Speakers

Other

**Event Profit/Loss (Total Income – Total Costs)**

**Office Use Only:**

**Event Approved for Online Sales : YES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State reason if not approved : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Event Proceeded YES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Final Ticket Sales Online: Qty \_\_\_\_\_\_\_\_\_\_\_\_\_ Value \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADMIN Set-up Fee €50 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CANCEL Fee €50 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Refunded to Club/Society Qty \_\_\_\_\_\_\_\_\_\_\_\_\_ Value \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Authorised : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorised : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MSU Events MSU Finance**