BOOKABLE OUTDOOR SPACE

You can now book outdoor space on the University campus to support you with social distancing.

info@venuereading.com  |  0118 378 5657  |  venuereading.com
There are a number of spaces across the campus that you can book for free as long as the booking is for student related activities or student recruitment or there is a commercial benefit to the University. The Venue Reading team are looking after bookings and will be able to advise on the most appropriate spaces for your planned activities.

As well as the many outdoor locations available, the University is putting a structure on the Palmer Quad meaning the space can be used in all weathers.

The sports grounds are not bookable via Venue Reading. These areas need to be booked via the Sports Park.

**INTRODUCTION**

The University has released bookable outdoor space to assist with social distancing measures.

The structure will be a large rectangular marquee with a roof and no sides and will initially be up for a 6 week period from 11th September (build complete date) to the 23rd October, however we may look at extending this on a week by week rolling basis going forward after that period (subject to need/interest and feedback from staff).

When booking the Palmer Quad this booking will automatically include use of the marquee roof/ canopy structure. Multiple bookings of the Palmer Quad/ marquee roof at the same time will not be accepted to allow for sufficient social distancing space.
BOOKING PROCESS

If you would like to book one of the bookable outdoor spaces, you will need to email info@venuereading.com to request usage.

As the organiser, you will need to demonstrate that the event is either a student engagement, student recruitment or commercial activity, with 30 people or less.

If the space is available Venue Reading will provisionally hold the outdoor space with a condition that to have a confirmed booking the organiser will need to submit an event notification for approval.

Once the event notification has been granted approval, the Event Notification team will then copy Venue Reading into the final approval email to confirm that official approval has been granted.

At this point the outdoor booking will then be finalised and Venue Reading will confirm your booking.

CREATE AN EVENT NOTIFICATION
reading.ac.uk/internal/events-guide/evtg-event-approval.aspx
BOOKABLE SPACES

WHITEKNIGHTS CAMPUS

A Palmer Quad with canopy (O04)
The structure can accommodate up to 24 people in total with 2m social distancing in place.

B Edith Morley Quad (O04A)

C The Meadow (O12)

D Whiteknights House -Front (O06)

E Whiteknights House - Quad (O05)

F Earley Gate North (O14)

G Earley Gate East (O15)

H Earley Gate South (O13)

I Wilderness (O11)

J Foxhill House Lawn (O16)

K Harris Garden (O10)

L Henley Business School - Front patio (O09)

LONDON ROAD CAMPUS

M Clock Tower Garden (O52)

N Acacias Lawn (O53)

O London Road Quad (O51)

Refer to the aerial views on the next pages to see the bookable locations.