Union Concert Hall

Authors: Celine Driessen (CHUG Chair), Pip Moss (CHUG Maintenance Coordinator)

Seconder: Nathalie Tedfors Lindell (A&E Chair)

The Union Notes:

1. Changes to CHUG membership may be considered where a student group is not represented by the existing members, and their core activity relies on the availability of the UCH.
2. Concert Hall Policy as currently approved is attached from pages 13-17
3. Wenhua Chinese Drama Society's core activity relies on use of the Concert Hall evidenced by the letter from pages 7-9.
4. On 05/12/2026, CHUG members voted to add Wenhua Chinese Drama Society to its membership from the start of the next academic year 2026/2027 evidence on page 10.
5. The raked seating is used for the vast majority of activity taking place in the UCH, as the capacity of the room is greatly increased by the use of the seating.
6. Extensive and unnecessary movement of the raked seating will lead to potentially preventable damage to the raked seating and the UCH flooring, and adds an unnecessary workload to CSPs hosting events in the UCH.

The Union Believes:

1. Appendix B must be kept up to date with correct terminology
2. The standard room configuration in Appendix A should be altered to reflect this maintenance need

The Union Resolves:

1. To update Appendix B as indicated from pages 2-3 in red to:
    a. Add Wenhua Chinese Drama Society to CHUG membership from 2026/27
    b. Update reference to Deputy President (Clubs and Societies) to Deputy President (Activities)
2. To update Appendix A as indicated from pages 4-6
    a. To alter standard room layout to be raked seating left up

Appendix B: Terms of Reference of CHUG

Name

Concert Hall Users' Group (CHUG)

Purpose

- To facilitate bookings for the Union Concert Hall for use as a cinema and performance space and to coordinate the allocation of this space.
- To receive updates, advise and facilitate the ongoing maintenance and development of the UCH.
- To facilitate communication and collaboration between its constituent members.
- To promote the use of the Union Concert Hall as a performance space.

Membership

One representative from the following groups:

- A&E Cinema
- A&E Dramatic Society
- A&E Musical Theatre
- A&E Vice Chair Dance
- ICSMSU Drama
- ICSMSU Light Opera
- A&E Wenhua Chinese Drama Society

Observers:

- A Student Activities Manager
- A&E Chair
- ICSMSU Clubs & Societies Chair
- The Deputy President (Activities)

Changes to this membership may be considered where a student group is not represented by the existing members, and their core activity relies on the availability of the UCH.

The group shall elect a chair annually from its membership, who shall act as the primary representative of the Group.

The group shall additionally elect a maintenance coordinator annually, who shall be responsible for liaising with Imperial College Union to develop, execute and oversee maintenance and development plans for the UCH.

Each member shall possess one vote within the group, with the CHUG chair possessing a casting vote in the event of a tie.

Meetings

The chair shall call meetings termly, or at the request of any of the members or observers. Members from any of the constituent societies may observe meetings of the group.

Term

These Terms of Reference were approved on 12th October 2023 at CSPB and apply until the group is dissolved by agreement of the parties or by order of Imperial College Union.

Grievances

In the event of a dispute that cannot be resolved within the group, any member may escalate grievances to CSPB.

Appendix A: Terms and Conditions for Union Concert Hall Bookings

Name

Operational Terms & Conditions for Bookings and Usage of the Union Concert Hall

Purpose

Outline the terms and conditions of the Union Concert Hall to ensure it is used appropriately by all affiliated ICU (Imperial College Union) groups. This will provide a framework for access, booking processes and maintenance responsibilities.

Summary

The Union Concert Hall (UCH) is used by numerous internal and external groups to put on professional shows, performances, and host regular Clubs, Societies and Projects (CSP) activity. To facilitate the booking, maintenance and inspections of the UCH, the need to codify these processes has become significantly important. This document should lay out clear procedures that ensure the UCH can be used safely by ICU members and empower student groups to work with the Union to improve the space's functionality.

Overarching Principles

- The UCH is a specialist space for performing arts and entertainment at Imperial.
- The Concert Hall User Group (CHUG) is a recognised group of affiliated clubs and societies that use the space for shows, performances and screenings as part of their core activities throughout the year.
- The UCH bookings, maintenance, health & safety and access is managed by Imperial College Union.
- Prioritised bookings of the UCH for student shows and performances are facilitated through the Concert Hall User Group.

Access

- The UCH operating hours are: 08:00 – 23:00 (Mon – Sun).
- ICU maintains an updated timetable of UCH bookings, to be made available to all members of the Union. Any activity taking place must be registered on the ICU calendar, and approved via the appropriate ICU process.
- Affiliated student groups with storage in the UCH and CHUG representatives can request annual personal CID card access to the UCH through the ICU space access request process.
- CSP members can request personal CID card access during their group booking.
- Any activity that takes place outside UCH operating hours must be cleared in advance by a Student Activities Manager, to request specific access to a restricted number of people. Confirmation will be dependent on the type of activity approval and justification for needing access.

Layout

- The standard room configuration will be:
    - Raked seating to be left set-up with all handrails and seats in the upright position.

    - No equipment, props or rubbish left on the flat floor space.
    - No additional staging.
    - Cinema screen stored away.
    - Stage curtain shut.
    - Window blinds up.
    - Windows shut.
- At the end of their booking, the user of the space must ensure the space is left tidy and in the standard room configuration, unless specified otherwise by CHUG.
- Raked Seating Controller: the controller is used to extend and collapse the raked seating.
    - The raked seating controller must be kept in a location known by the Union and CHUG. A controller is owned by ICU and stored in the Activities Centre, with a second one managed by CHUG for access outside of ICU working hours.
    - Any staff or students operating the raked seating must have received training from a relevant staff member, CHUG Chair, or CHUG Maintenance Officer. A register of users authorised to use the controller shall be kept by the Union and CHUG.

Room Booking Process

- Prioritised performance and screening bookings for the UCH can be made via CHUG. These get priority over any other bookings of the space, including external bookings. CHUG should submit these to ICU before the annual room booking allocations close for the upcoming academic year.
- Any further bookings requests are to be made to ICU, following the Ad-Hoc room booking process.
- No annual room bookings are to be accepted for the UCH.
- CHUG must be notified of Ad-Hoc room bookings for the UCH made by any other party throughout the year.
- Ad-Hoc room bookings for the UCH are only for a flat floor space, and do not include the stage.
- Due to its specialist nature, use of the stage by any party has to be approved by CHUG and have a suitable event proposal approved by ICU.
- Use of the technical features of the space including (but not limited to), any high power sockets other than traditional 13A wall sockets, patch points, fly bars ,motorised bars, trap doors and ladders needs approval from CHUG.
- Any party wishing to use the UCH stage must receive a safety induction carried out by CHUG executive committee or a member of Union Staff. A register of inducted users and CSPs shall be kept by the Union and CHUG.
- Any misuse of the space shall be raised to ICU.

Roles & Responsibilities

Imperial College Union Responsibilities

- All space access considerations, maintenance problems and activity sign off for the space.
- Organising regular meetings with CHUG to coordinate routine inspections, complete maintenance work and plan future upgrades to the space.
- Making sure the space is run in accordance with internal and external Health & Safety procedures.

Concert Hall User Group

- Facilitating prioritised room bookings for affiliated groups.
- Reporting general maintenance issues to ICU.
- Reporting misuse of the space to ICU.
- Assisting the staff team in the ongoing maintenance of the space.

- Represent groups who heavily rely on the functionality of the UCH to carry out their annual activities.

Maintenance

- Part of the commercial team income generated through external hires of the UCH should be reserved for maintenance and upgrades of the UCH.
- Funding for improvement to the UCH or additional equipment purchase will not be covered by ICU. Funding applications need to go through the relevant ICU processes by CHUG or individual CSPs.

Dear CHUG Chair,

Hi. We are the Imperial WenHua Chinese Drama Society, and we would like to formally express our interest in joining the Union Concert Hall User Group (CHUG).

As a community-focused society, our mission is to connect people through the art of Chinese drama. The cornerstone of our activities is an annual, professionally-produced play staged each spring targeted at the Chinese-speaking community at Imperial. While we have successfully delivered our annual play for the past four years, we have found securing a booking in the Union Concert Hall to be a significant challenge. We believe that joining the CHUG would allow us to better coordinate with other user societies and ensure the smooth scheduling of our event.

For your reference, we have included a list of our previous productions on the following pages, which we hope demonstrates our society's commitment and production quality.

Thank you for your time and consideration.

Jacky Wong
President
WenHua Chinese Drama Society

Previous Productions

2022 – April 2nd [**Secret Love in Cherry Blossom Land**] – Location: UCH



Link: https://www.youtube.com/watch?v=4J2CU1pekqc

2023 – April 2nd [**The Village**] – Location: Britten Theatre (RCM)

(Could not secure a booking in the UCH that year)



Link: https://www.bilibili.com/video/BV1tV4y1871N

2024 – Nov 10th [**Like Shadows**] – Location: UCH

(Could not secure a booking in the UCH during Spring)



Link: https://www.bilibili.com/video/BV1tLBpY1Exs

2025 – March 23rd [**Mr. Donkey**] – Location: UCH



Links:

https://www.bilibili.com/video/BV1jYEAzAEHv

https://www.bilibili.com/video/BV1LEEKzgEUq

Vote for Wenhua to join CHUG

05/12/2026

Voting form on Microsoft forms:

Wenhua CHUG Vote (2)

1. Should Wenhua join CHUG?

- ◯ yes
- ◯ no
- ◯ abstain

Voting results:

Id	Start time	Completion time	Email	Name	Total points	Quiz feedback	Grade posted time	Should Wenhua join	Points - Should Wen	Feedback - Should W
1	12/5/2025 17:10	12/5/2025 17:10	anonymous					no	0	
2	12/5/2025 17:10	12/5/2025 17:10	anonymous					yes	0	
3	12/5/2025 17:10	12/5/2025 17:10	anonymous					no	0	
4	12/5/2025 17:10	12/5/2025 17:10	anonymous					yes	0	
5	12/5/2025 17:10	12/5/2025 17:11	anonymous					yes	0	
6	12/5/2025 17:10	12/5/2025 17:11	anonymous					yes	0	

Attendance:

IMD: Krithika Nag

MTSoc: Averen Turay

DramSoc: Alex Vasilev

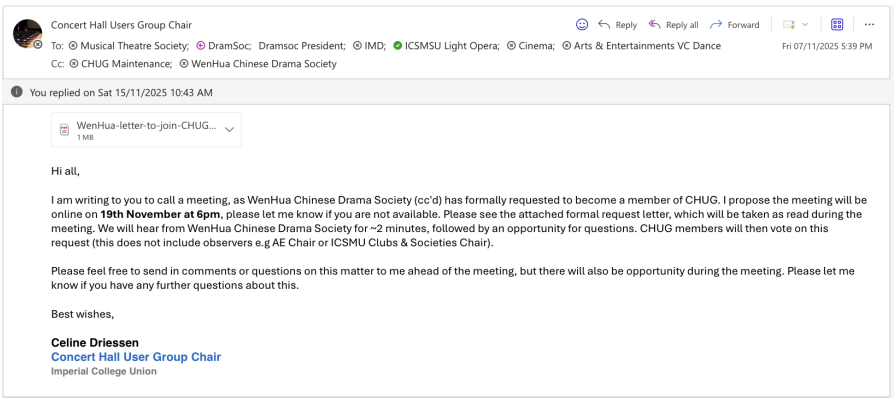
Medic's Light Opera: Amy Curry

CHUG Maintenance: Pip Moss

CHUG Chair: Celine Driessen

(non-voting) Wenhua Chinese Drama Society: Shengran Zhang & Jacky Wong

Notice of vote


Concert Hall Users Group Chair

Reply Reply all Forward

To: Musical Theatre Society; DramSoc; Dramsoc President; IMD; ICSMSU Light Opera; Cinema; Arts & Entertainments VC Dance

Fri 07/11/2025 5:39 PM

Cc: CHUG Maintenance; WenHua Chinese Drama Society

You replied on Sat 15/11/2025 10:43 AM

WenHua-letter-to-join-CHUG...
1 MB

Hi all,

I am writing to you to call a meeting, as WenHua Chinese Drama Society (cc'd) has formally requested to become a member of CHUG. I propose the meeting will be online on **19th November at 6pm**, please let me know if you are not available. Please see the attached formal request letter, which will be taken as read during the meeting. We will hear from WenHua Chinese Drama Society for ~2 minutes, followed by an opportunity for questions. CHUG members will then vote on this request (this does not include observers e.g AE Chair or ICSMU Clubs & Societies Chair).

Please feel free to send in comments or questions on this matter to me ahead of the meeting, but there will also be opportunity during the meeting. Please let me know if you have any further questions about this.

Best wishes,

Celine Driessen
Concert Hall User Group Chair
Imperial College Union

Union Concert Hall

Authors: Jack Beaumont (CHUG Maintenance Officer), Ka Jun Cheng (CHUG Chair & A&E Treasurer)

Seconder: Celine Driessen (A&E Chair)

The Union Notes:

7. The Union Concert Hall (UCH) is a purpose-built performance space, supporting a wide range of Student Activities in addition to being in high demand from commercial clients.
8. The UCH, since its construction in the 1950s, has functioned as the centre of theatrical performance for students at Imperial, being the only performance venue dedicated to student use.
    8.1. In 2014 and 2019, two Harlington grants totalling £700,000 enabled a complete overhaul of the venue, including the installation of automated raked seating, and a new entrance foyer.
    8.2. The core activities of a number of Clubs, Societies, and Projects (CSPs) depend on the availability and functionality of the UCH.
9. To coordinate bookings of the UCH for student-led performances, concerts, and screenings that utilise and depend on its unique properties, the Concert Hall User's Group (CHUG) was established by a unanimous CSPB vote in 2016.
    9.1. Since 2023, the UCH has been added as an Ad-Hoc bookable space through the Union's processes, enabling CSPs to book the UCH without consulting CHUG. This has caused bookings that did not require any of the specialist features of the UCH to interrupt student show weeks, causing major delays in show setups.
    9.2. Dressing Rooms are required to provide the cast with a location to get changed, safely store their belongings, and stay clear of fire exits, backstage areas and corridors when not on stage. This room must also provide quick access to the stage and audio/video relays from the UCH.
10. Much of the installed equipment in the UCH is specialist and requires ongoing maintenance in order to remain safe.
    10.1. Some of the installed equipment has been purchased by individual CSPs, whilst being used by (and providing benefit for) all users of the space. Some of which has been used without permission during Ad-Hoc bookings, in some instances causing damage to the equipment or near misses.
    10.2. Whilst CSPs have often done maintenance on an *ad hoc* basis in the past, without any funding or oversight, the more complex and expensive maintenance is often not completed, causing loss of value, loss of function, and creating the potential for lapses of safety.
    10.3. Whilst the room has seen a major overhaul in 2021, the technical installation remains outdated. Ongoing maintenance is currently being carried out at the cost of individual CSPs.
    10.4. Without an eActivities account, it is extremely difficult for CHUG to apply for grants or funds for future improvements to the space.
11. The wall between Meeting Room 4 (MR4) and the UCH is extremely thin, causing noise disturbances to activities in both MR4 and the UCH.
12. Annually, there is typically one extraordinarily large show, involving multiple societies, taking place in the UCH over a number of days, requiring large amounts of space backstage.

The Union Believes:

3. As a unique performance space with significant use-specific investment, the space is best used in the presentation of drama, dance, music and film.
4. It is essential that maintenance and development are performed to maintain and improve the safety and functionality of the installed equipment.
5. Training and induction is required for use of the UCH, both as a flat floor and performance space.
6. CHUG is best placed to determine ongoing functional and maintenance requirements, and induct CSPs on the safe use of the space.
7. CHUG should be able to apply for and handle grants, to enable ongoing maintenance and upgrades to the space.
8. MR4 is conveniently situated right above the UCH and provides easy access to the fly and east staircase. Additionally, it comes equipped with AV equipment that is already connected to the UCH. This makes MR4 best suited as a dressing room.
9. Extraordinarily large shows require access to a number of meeting rooms in the East wing of the Union Building to accommodate extremely large casts to ensure changing rooms are kept at legal capacities.

The Union Resolves:

3. Any party using the UCH must follow the Terms and Conditions found in Appendix A.
4. To ensure entertainment societies are not at a disadvantage to book MR4 as a dressing room, the space is to only be made available for Ad-Hoc room bookings in the future. MR4 will be removed from the list of rooms bookable through annual room bookings.
5. In the event of extraordinary events in the UCH (i.e. with a cast of over 80 people), the ICU should work with CHUG to ensure sufficient meeting room bookings can be provided..
6. To provide CHUG with an eActivities account, overseen by the DPCS/DPFS, enabling CHUG officers to perform regular upgrades to the space without jeopardising the finances of individual CSPs.
7. Recommend that the Trustee Board commit to funding and supporting an annual ongoing maintenance and development plan for the Union Concert Hall, developed and managed in partnership with the CHUG, including a proportion of revenue from commercial bookings.

Appendix A: Terms and Conditions for Union Concert Hall Bookings

Name

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Appendix B: Terms of Reference of CHUG

Name

Concert Hall Users' Group (CHUG)

Purpose

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