

Porterage 2025-26

Key	
Porterage usually not needed	
Porterage usually needed	
Porterage only needed on the weekends	
Porterage organised by a different organisation	
Porterage only needed for external visitors	

Campus	Building	Portering	Organised by
Mile End	Bancroft Building (Mason LT and Sizer LT)	NO - No porterage needed on weekdays before 10pm during term time (Semester 1 & 2)	QMUL
		YES – Porterage will be needed if there will be external visitors, or event is scheduled in Semester 3	QMUL
		YES - Weekends	QMUL
	Great Hall	This venue is managed by the Events team: enquiries@qmgreathall.co.uk	QMUL
	Octagon	This venue is managed by the Sales team: venues@qmul.ac.uk or enquiries@qmhospitality.co.uk	QMUL
	All other buildings	YES – porterage is needed after 5pm and on weekends	QMUL
Whitechapel	Garrod Building	No – Not usually required (exceptions apply - events where many external visitors are in attendance, conferences etc.)	QMUL
	Blizard Building (Perrin LT)	YES – porterage is needed after 5pm and on weekends	QMUL
	Innovation Centre (Clark Kennedy LT)	YES – porterage is needed after 5pm and on weekends	QMUL
	Floyer House (Laird Hall)	YES – porterage will be needed if there will be external visitors, or an event is scheduled at the weekend Stewards required for student group performance events	QMSU & QMUL
Charterhouse Square	John Vane Building (Derek Willoughby LT)	YES – porterage is needed after 5pm and on weekends	QMUL

	Joseph Roblat building (Roblat LT)	YES – portorage is needed after 5pm and on weekends	QMUL
Barts	Robin Brook Centre	YES – portorage is needed after 5pm and on weekends	QMUL

Porterage Costs

	Weekday Out of Hours	Weekend	Bank Holiday / College closure day
Rate per hour	£21.00	£25.00	£27.00
Minimum hours	4 hours	6 hours	6 hours
Notes	Charge will be applicable from 17:00 hours even if portering is not needed until later		