

This form is only valid if pages 1-3 are attached and initialled by the applicant and Assistant Dean (bottom right corner)

Application for an event in the College Rooms

Section 1 Applicant name: _____ Mobile:

*Name of person in charge: _____ Mobile:

Dates: _____ Event start time: _____ Event finish time: _____ Maximum Number: _____

Venue: _____ Nature of the event: _____

* For use by Entz Officers **ONLY**, see notes

Section 2 *To be completed as the venue booking is made*

Conference & Events Assistant's signature: _____ Date: _____

Section 3 *To be completed if the event is catered by the College, or held in the Hall, Undercroft, or Red Room*

This event has been discussed with me and can be accommodated in the catering schedule

Catering Manager's signature: _____ Date: _____

Section 4 *Equipment*

1. Equipment (including staging): Yes/No

2. Electrical Equipment: Yes/No

I have been consulted and have, if relevant, agreed to provide the requisite Electrical Safety Certificate.

