

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.

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Section 6 *Checklist (to be completed in the presence of the Assistant Dean) and further conditions of use:*

Delete as appropriate

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Notes for holding meetings or events in College