

**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*

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

Conference & Events Assistant's 698 Tm    made

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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**