

CLUB/SOCIETY/PROJECT EVENT BOOKING FORM

When completing this form please carefully read through the booking conditions which have been provided.

OFFICE USE ONLY		
EC initials:	PO No:	Kx Reference No:

PLEASE USE BLOCK CAPITALS WHEN COMPLETING THE FORM

Contact details

Name of Club/Society/Project.....
Your name (main contact for the booking)
Position within Club/Society/project.....
E-mail
Telephone

Event details

Title of event
Start date of event End date of event.....
Start time End time
Estimated number of attendees
Purpose of event
.....

Event attendees

Who will be attending this event (please circle all that apply)

Imperial students	Imperial staff
Students from other universities	External guests
General public	
Other (please state)	

Are you arranging this event in conjunction with any other organisations, either internal or external? Y / N
If yes, please state

Are there any external guests speakers or high profile guests attending? Y / N
If yes, you must complete the Visiting Speakers Form and attach to this booking form

Event promotion *Please refer to section 6 of the Booking Conditions*

How and where will the event be advertised?

Will this event be advertised on any social networking sites? Y / N
If yes, please provide details

Will this event be ticketed? Y / N
If yes, please provide details

Booking details

Rooms/Spaces required

- Great Hall From: To
- QTR A (Wok kitchen section) From: To
- QTR B (middle section) From: To
- QTR C (section closest to CL Lvl 1) From: To
- SCR From: To
- Sherfield Concourse Level 1 From: To
- Sherfield Concourse Level 2 From: To
- SALC From: To
- Queen’s Lawn From: To
- Queen’s Lawn Terrace From: To
- RSM 3.01 B (café section) From: To
- RSM 3.01 C (sofa section) From: To
- RSM 3.01 D (classroom section) From: To
- RSM 3.01 E (end classroom section) From: To

Additional equipment

- AV *please give details*
- Display boards *number* *size (1mx1m/1mx2m/2mx1m)*
- Additional furniture *please give details*
-
- Other *please give details*
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Are there any special effects or potentially dangerous activities or substances being used during the event? Y / N *If yes, please provide details*

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Will there be any live entertainment? Y / N *If yes, please give details*

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Is catering required? Y / N *If yes, please complete Club/Society Catering Booking Form*

Is a Bar required? Y / N *If yes, please complete Club/Society Catering Booking Form*

Will you be using any external contractors, e.g. and external Lighting & Sound company (i.e. DramSoc)? Y / N *If yes, please give company details and indicate what service they will be providing*

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DECLARATION

This declaration must be signed by the applicant

I understand that admittance to this event is limited to Imperial College students, staff members, members of Imperial College Union and their guests (maximum of two per person)

I understand that tickets cannot be sold at the door of an event after 11pm

I understand that all advertising in the public domain including social networking sites is only acceptable where an event is ticketed and it is made clear that tickets are only available to Imperial College staff, students and their guests

I have booked the appropriate number of Union stewards for this event and understand that all costs incurred will be met by the Club/Society/Project for whom this booking is made

I understand that I am responsible for the behaviour of the attendees of this event and that the Club/Society/Project will be responsible for the costs of any damage or additional cleaning incurred

The information that I have supplied in this application is true and accurate. I understand that if I have knowingly stated anything which is not true, my event could be cancelled, or full room hire charges could be applied in retrospect

If any of the above information that I have supplied changes at any time, then I understand that I have to advise the Conference and Events Office immediately

I have read, understood and accept the Booking Conditions issued by the Conference and Events Office and have signed these to certify this

Name of applicant CID:

Signature of applicant Date:

Club/Society/Project Committee Position.....

Union Office	Signature (required in each box)	Date
1. ICU Activity Authorisation – to be obtained from the Student Activity Centre		
College Departments		
2. College Security		
3. Fire Department		