

APPLICATION FORM FOR THE BOOKING OF UNIVERSITY ROOMS FOR SPEAKER AND OTHER EVENTS

This form should be completed by individuals, societies or organisation wanting to book a room/facility on University premises.

The form must be signed to confirm acceptance of the terms and conditions set out overleaf.

Name of event:						
Date of event:	Is this an external event? YES/NO	Start time of event:	Finish time of event:	Preferred Location:	Is this a repeat booking?	YES/NO
	Is there an external speaker? Yes/No					
Name and contact details for person requesting the booking (including the society, organisation or group they represent)						
Event type e.g. lecture, conference, social gathering, colloquium etc				Approximate number of people attending		
Is the event open to members of the public (open invitation)?		YES/NO		Will the event be ticketed/pre-booked		YES/NO
How is the event being advertised? (word of mouth, social media, flyers, website etc.)				Will the media be present?		YES/NO
Name and contact details of main speaker (including the society, organisation or group they represent)						

On behalf of the above-mentioned University Society or other body I confirm that I have read the event booking guidance (available on-line at: http://www.cam.ac.uk/system/files/event_booking_guidance.pdf).

Name:

Signature:

Date:

On behalf of the above-mentioned society or other body, I also accept the following conditions, upon which the application for hire is accepted by the University, and acknowledge the right of the University to terminate the hiring without notice if any of the conditions set out below are not adequately complied with:

1. to ensure that the fire regulations for the particular room or building are observed and that there is no smoking. At time of the event specific instructions on local fire emergency arrangements will be issued by the Facilities team. Signature of this form is confirmation of your acceptance to abide by these regulations;
2. to ensure that television cameras are not admitted, cinematography films shown, music performed or played, or refreshments consumed, unless the room or building has been hired for that purpose;
3. to ensure access to the room or building at all times for the Facilities team, Fire Officers or any Officer of the University;
4. to ensure that a fee for entrance is not charged at the door of the room or building (tickets may be sold beforehand);
5. to ensure that good order is maintained in the room or building and no damage caused to its structure or contents; to inform the Facilities team or other Officer of the University immediately if disorder or damage occurs; until such time that the room or building is in a clean, orderly condition with all property of the organisers removed and the room or building vacated;
6. to, if applicable, meet the costs of overtime incurred by custodial/technical or other university staff in support of this event.

Name:

Signature:

Date:

To be completed by the authority responsible for considering and approving the booking

**Is wider research and consideration required?
(It is anticipated that this will be necessary
only in a tiny minority of cases.)**

YES/NO (If you have selected YES complete the [risk assessment form](#))