

Event Booking

Event Name:
Club/Society Name:
Date of event
Expected Attendance
Access time
Start time Finish time
Event Location (Please circle) Co2 Lux Other
Event contact:
Tel:
Email:
UPEL contact:
UPSU contact:

Bars

Bar service required? Y / N Soft Drinks Bar or Full Service (Please circle)
Special Requirements

Admin only

Bar Open Bar Close
Supervisor Required Y / N
Number of bar staff required for hours.
Total Hours

Security

Door Supervisors Required Y / N
Number of door supervisors required
Start Time Finish Time
Special Requirements

Catering:

Costs

Entertainments

Brief Description:

Number of Ents staff Required for hours

Stage Requirements
Size: Location:

Shape:

Seating Required: Y / N
Number of Seats Seating Layout: Theatre / Classroom / Other

PA Required: CD Decks: Microphones
Lights Amps Other

Are there draping or decoration requirements Y / N

Details:

Additional Information

Has a Guest List Been Provided and Approved Y / N

Are Tickets Being Sold Y / N

Ticket Price £ Have Riders Been Agreed Y / N

Additional Costs

Event Authorisation

Signed UPSU Rep

Signed UPEL Rep

Print:
Date:

Print:
Date:

Admin only

Total

Additional info

Completion Guidance

When estimating staff hours please add any setup times required. Bar and Security will also need setup times added. Typically 1 hour at the beginning of the event and 1 hour after the event has finished.

Once a completed booking form is submitted cost will then be added. Once they have been finalised, these figures can then be added to the full event budget.

Event Booking Request

Event Name:

Club/Society Name:

Date of event:

Event Details: