

Event booking form (club/society)

You are using this form, because you are a club or society and you want to run a successful event at the Union.

How does it work?

1. We get **details** off of you.
2. We find out **what** you want to do.
3. We work out **how much it will cost**, what we can provide for you.
4. We put together a **budget** that has a good chance of success.
5. We help you **market** and have a **great event**.

1. Details

Event name: _____ Club/society name: _____

Club contact (Name): _____

Telephone/E mail: _____ / _____

Date of event: _____ Expected attendance: _____

Access time (for set-up): _____ Start time: _____ Finish time: _____

2. What Please circle or tick where appropriate

Would you like the bar to be open? **Yes / No** if so **Full bar or soft drinks**

Will you need a stage? **Yes/No** if so what size: _____ **x** _____

Will you need seating? **Yes/No (how many: _____)**

if so how do you want them arranged please circle style from the list below:

Pub seating / Theatre style / Horseshoe style / Café Style / Boardroom

Preferred venue: **Lux / CO2 / Waterhole / Via Lattea / Other:** _____

Do you need any of the following equipment?

PA / CD decks / Microphones / Laptop / Projector / Other _____

Anything you want to add about your event:

What happens now?

We will now cost your event and generate a budget, we aim to do this within three working days. This budget will be attached to the back of this form and returned to you.

Before leaving today make sure you have another appointment to discuss the event.

Date received by the Union: _____ by whom: _____