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**Homerton College Student and Internal Events Booking Form**

**The College has statutory duties to ensure the health and safety of people attending the event, and more widely its members, guests, visitors and/or members of the public. In addition, the College is required by law to ensure that it does not hold an event where there is a likelihood that the external event or speaker may incite the audience to commit acts of violence, or if the content of his or her event is reasonably likely to cause a breach of the peace from attendees, members of the College or the general public.**

Please ensure that you complete the sections below with all details

**Contact details**

Name: Click here to enter text.

Email address: Click here to enter text. Contact number: Click here to enter text.

**Event details**

Event title: Click here to enter text.

Single event - Date of event: Click here to enter a date. Number of people attending: Click here to enter text.

Multiple events\* – Dates of events: Click or tap here to enter text.

\* Note: Recurring meetings or events may be booked on one form. Each event will be allocated a separate Kinetix number.

Please confirm if your event will involve music, singing or loud noise by ticking one of the below boxes.

Yes [ ]  No [ ]  **If you have selected YES please give details of your event below.**

Click here to enter text.

**To comply with College policies and legal requirements, please indicate the nature and content of the meeting/conference:**

Format of event: Meeting [ ]  Conference [ ]  Party [ ]  Activities [ ]

Subject matter: Commercial [ ]  Academic [ ]  Religious [ ]  Social [ ]  College business [ ]

Formal Speakers: Yes [ ]  No [ ]

Full Names of Formal speaker’s details of their organisation:Click here to enter text.

Is the event open to the public? Yes [ ]  No [ ]  Media Invited: Yes [ ]  No [ ]

Details of proposed Publicity and Marketing: Click here to enter text.

Details of any sponsorship of your event, and of each organisation and agreements regarding publicity:

 Click here to enter text.

Will the event include any activities that may represent a risk to the health or safety of any individual? Yes [ ]  No [ ]

In your view, will the subject matter of the event include views which people (whether they attend the event or not) may find controversial, offensive or distasteful? Yes [ ]  No [ ]

In your view, have any of the speakers at the event previously expressed views which may be interpreted as causing controversy, or promoting extreme intolerance of the views of others? Yes [ ]  No [ ]

**Answering ‘Yes’ to any of the above questions may not lead to a booking being refused but will enable the College to engage with you at early stage to assist you in managing your event.**

**Room & AV requirements**

**If you would like to request a specific meeting room or area please state below. Please also inform us if any of the participants attending are disabled or have mobility difficulties**

|  |
| --- |
| Click here to enter text. |

**Please confirm what times you will need the room/area from and until:**

|  |
| --- |
| From: Click here to enter text.To: Click here to enter text. |

**Please tick or highlight the room set up you require:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Theatre [ ]  | Classroom [ ]  | Cabaret [ ]  | Horseshoe [ ]  | Boardroom [ ]  | Exam style [ ]  |

**If you require a different room set up to the above please specify**:

|  |
| --- |
| Click here to enter text. |

**Please use the box below to list any AV equipment you require:**

|  |  |
| --- | --- |
| [ ] Laptop[ ] Projector | Other (please specify details): Click here to enter text. |

**Catering requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Catering request** | **Details of what you require ie tea, coffee & biscuits, Sandwich Lunch etc** | **Timings** | **Number of people** |
| Morning | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Lunch | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Afternoon | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Dinner | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Reception drinks | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Other(please specify details) | Click here to enter text. | Click here to enter text. | Click here to enter text. |

For students, if you would like to book a bar or alcohol please ensure your form is authorised as below:

|  |  |  |
| --- | --- | --- |
| Senior Tutor (please sign) | The Dean (please sign) |  College Accountant (please sign) |
|  |  |  |

 **Please indicate how this will be paid for:**

|  |  |
| --- | --- |
| College budget code [ ] HUS/MCR Budget [ ] Personal payment [ ]  | Please provide detail eg budget code or method of payment: Click here to enter text. |

|  |
| --- |
| This must be signed and authorised by the College Budget Holder before the form is returned to the Conference Office (if charges apply). Without an authorised budget code your booking will not be able to be processed and will be returned to you. Name: Click here to enter text. Budget code: Click here to enter text. Authorised signatory: Date: Click here to enter a date.  |

|  |
| --- |
| The event organiser (i.e. the named person making this booking) agrees as a condition of submitting this form to notify the College if any of the details above change. The College reserves the right to review its decision on allowing an event to proceed if any of the information provided on this form changes.• The event organiser (or a named representative) will be present throughout the event.• The College also reserves the right to cancel the event, without notice, if any of the information submitted on this form, is identified subsequently as being inaccurate or incomplete.For College use only Conference & Catering Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DateBursar ( If Required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DateWhen this form is complete please give/send it to the conference office. Once your booking has been made it will be given a kx reference and will be confirmed to you by Leah Trundley.**Conference office: Date: Kx reference number:** |

**Completion of this form means you are agreeing to the terms and conditions below regarding internal bookings.**

*\*We are not able to 100% guarantee which room your booking has been made for in advance therefore rooms are subject to change.*

*\* Please note that Alison Shrubsole and Paston Brown are not suitable for participants or students with disabilities. This is due to current fire, health and safety regulations.*

*\* For student bookings that involve chargeable items the booking form has to be submitted with the correct budget code and authorisation signature of the budget holder. Any amendments made to the booking at a later date which incur additional costs will have to be resubmitted*

*\* We are unable to accept bookings for rooms in the conference centre before 5pm during the week in the conference centre.*

*\* Catering such as reception drinks in the conference rooms will not be allowed (if you require any more information please contact someone from the conference team).*

*\*Cancellations made less than 2 working days prior to the booking date will incur a 60% charge. This applies to bookings that include anything chargeable such as catering.*

*\* Final numbers and dietary requirements for any bookings that include catering are to be confirmed by 12.00pm 2 working days prior to the event.*

*\* If you need to change the layout of Macaulay meeting room please ensure that when your meeting has finished that you set the rooms up as they were prior to your event.*

*\* We do not allow any external catering onsite*

*\*The maximum allowance for booking the dance studio per person/group is 2 hours per week (subject to availability).*

*\*We need to receive your booking form 3 working days prior to the date that you are enquiring about*

***Please contact Leah Trundley 47196,*** ***internalevents@homerton.cam.ac.uk*** ***for any further assistance.***