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| **Section 1: Details of Requirements**  |
| 1.1 **Date of Application:**  |  |
|  |
| 1.2 **Purpose of the Let:** |
| Conference | Meeting |
| Youth Activities  | Charity/Community Events |
| Workshop/Instruction | Education |
|  |
| 1.3 **Days, Dates & Times Let Required:** |
| Please tick the relevant boxes:  |
| Once-only event | Recurring event |
| During Term-time | Out of Term-time |
|  |
| Date(s): |
| Start time (including set up): |
| Proposed end time:  |
|  |
| 1.4 **Facilities Required:** |
| Lecture Theatre | Boardroom  |
| Roof Terrace | Conference Space |
| The Hangout | Classroom |
| IT Suite | Science Lab |
| Cafe | LRC |
|  |
| 1.5 **Number of Delegates:** (Names of delegates will be required prior to the event.) |
| 1.6 **Title of the event:**  |
| 1.7 **Cost quoted for event:**  |

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| **Section 2: Details of Organisation/Individual Requiring Let** |
| 2.1 **Main Contact** The person to whom the confirmation of the booking and the invoice should be sent.  |  |
| 2.2 **Name of Organisation**  |  |
| 2.3 **Contact Address**  |  |
| 2.4 **Email Address** |  |
| 2.5 **Main Contact Telephone** |  |

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| **Section 3: Extra Requirements**  |
| 3.1 **Catering** - Our catering is managed by an external company whose charges are documented in the hospitality brochure. - There are extra charges for hot food served after 3.30pm- For event hire outside of term-time, external caters will have to be sourced, either by the college or the booker,  | Please state **yes** or **no** if you would like catering. Please fill out the accompanying form for catering choices.  |
|  |
| 3.2 **Technology** - Please tick the following...  | Projector |  |
| Computer |  |
| Internet Connection |  |
| Other: |  |
|  |
| 3.3 **Supervision** - For events during the college day in term-time, safeguarding our students is our main priority. Groups and visitors without DBS clearance will have to be supervised. - If a member of the group has a DBS, we would require them to bring along their DBS along with a form of identification. - For events outside of the college or during the holidays, visitors will not need to be supervised.  | Please let us know the following:  |
| None of the attendees have a DBS.  | At least one attendee has a DBS. **Name:** |
|  |
| 3.4 **Set Up of Space** - Please inform us how you would like to set up the space.  |

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| **Section 4: Declaration**  |
| 4.1 **Please sign below:**  |
|  |
| Signature: |
| Date: |
|  |

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| **Section 5: FOR COLLEGE USE ONLY**  |
| 5.1 **Who has organised this event?**  |
|  |
| 5.2 **Who will service the let?**  |
|  |
| 5.3 **Approval of Let:**Signed: Date: |
|  |