|  |  |  |
| --- | --- | --- |
| **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: |
|  |