**Events Booking Form**

**All Events Booking forms need to be emailed through to** [**Michael.Odejobi@uwl.ac.uk**](mailto:Michael.Odejobi@uwl.ac.uk) **. If you are submitting this form on behalf of a sports team, you need to CC:** [**jamie.traxon@uwl.ac.uk**](mailto:jamie.traxon@uwl.ac.uk) **into this email. If you are submitting on behalf of a society, then please CC:** [**Jessica.smith2@uwl.ac.uk**](mailto:Jessica.smith2@uwl.ac.uk) **or** [**alexander.lavall@uwl.ac.uk**](mailto:alexander.lavall@uwl.ac.uk)**.**

Once you have emailed your completed form through, you will receive a response within 3 working days, to which a meeting will be booked in.

**Please bear in mind that your event cannot happen until 6 WEEKS post the first meeting you have with the Students’ Union about your event. Please fill in this form in as much detail as possible in order to speed up the process**

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| --- | --- |
| **Date:** (date this form was filled out) |  |

|  |  |
| --- | --- |
| **Event Name** |  |

|  |  |
| --- | --- |
| **Who is filling out this form?** *(Name & Group)* |  |

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| --- | --- | --- | --- |
| **Contact email address** |  | **Contact phone number:** |  |

**Department** *(Please Highlight)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sports Team | Student Group | Community & Belonging | Comms | Front of House | Representation | UWL Department | Commercial |

**Where would you like your event to be hosted?**

***Please be aware that some of the venues below are premium spaces and belong to other departments of the university and therefore have limited availability***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Freddie’s Bar | Lawrence Hall | Weston Hall | Room in University | External Venues |

|  |  |
| --- | --- |
| **Please describe your event** (In as much detail as possible) |  |

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| --- | --- |
| **When would you like your event to take place? *(Please choose 3 options)*** |  |