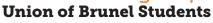
Venue Booking Request Form



Bookings will only be accepted from recognised officers of clubs or societies. Please fill this out and hand it in to Student Activities at least 48 hours before the booking request.

1. About you

Name of person booking venue:		
Contact phone number:	Contact email:	
Student number:	Submission date:	
Signature:		

2. Your booking

Name of club or society:	Booking date:
Booking start time:	Booking end time:

Purpose of booking - *tick all that apply:*

Meeting	Rehearsal, training or screening
Event with internal speakers or acts	Event with external speakers or acts
Performance	Other - please state:
Other - please state:	

3. Your requested venue

Building:

Lecture Centre	Howell Building	Isambard Amenity Building
Atrium Stall	Newton Rooms	Meeting House
Other - please state:		
Room:		
Any flat room	Any tiered room	Specific - please state:
A 199 1991 1 1 1 1		

4. Facility requirements

Estimated number of attendees:	Only Brunel students and staff will be attending
Brief description of the activity:	
Special requirements - AV equipment, etc.	

5. For screenings only

Films/episodes/documentaries to be shown:

All films we're screening can be found in the Filmbank catalogue - see filmbank.co.uk for the list.

6. Important note

It is the responsibility of the club/society to ensure the facility is left clean and tidy. Any defects are to be reported immediately. If the purpose of the booking changes, it is the responsibility of the individual named to inform Student Activities immediately. **You must not assume requests have been granted until you get confirmation!**