

Venue Booking Request Form

Union of Brunel Students



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:

<input checked="" type="checkbox"/> Meeting	<input checked="" type="checkbox"/> Rehearsal, training or screening
<input checked="" type="checkbox"/> Event with internal speakers or acts	<input checked="" type="checkbox"/> Event with external speakers or acts
<input checked="" type="checkbox"/> Performance	<input checked="" type="checkbox"/> Other - please state:
<input checked="" type="checkbox"/> Other - please state:	

3. Your requested venue

Building:

<input checked="" type="checkbox"/> Lecture Centre	<input checked="" type="checkbox"/> Howell Building	<input checked="" type="checkbox"/> Isambard Amenity Building
<input checked="" type="checkbox"/> Atrium Stall	<input checked="" type="checkbox"/> Newton Rooms	<input checked="" type="checkbox"/> Meeting House
<input checked="" type="checkbox"/> Other - please state:		

Room:

<input checked="" type="checkbox"/> Any flat room	<input checked="" type="checkbox"/> Any tiered room	<input checked="" type="checkbox"/> Specific - please state:
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4. Facility requirements

Estimated number of attendees:	<input checked="" type="checkbox"/> 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:
<input checked="" type="checkbox"/> 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!**