|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Event:** |  | | | |
| **Date of Event:** |  | | **Set up Time:** |  |
| **Event Start Time:** |  | | **Event End Time:** |  |
| **Location of Event:** |  | | **Is location Reserved:** | **Yes  No** |
|  | | | | |
| **Type of Event:** | **Fundraiser  Meeting  Concert/Performing Art**  **Movie/Film Recreation/Sports** | | | |
| **Other** |  | | | |
|  | | | | |
| **Summary of the Event:** | | **Objectives of Event:** | | |
|  | |  | | |

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| --- | --- | --- | --- |
| **Event Organiser** | | **Internal** | |
| **Name:** |  | **Staff Lead:** |  |
| **Email:** |  | **Support Staff:** |  |
| **Mobile:** |  | **Officer/s Present:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Required** | **Person Responsible** | **Deadline for Action** | **Completed** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Risk Assessment Completed?** | ⃝ **YES** ⃝ **NO** | |
| **Risk Assessment Sent to AG** |  | **Date:** |
| **Space Booked with:** |  | |
| **Date of Space Booked:** |  | |

|  |  |
| --- | --- |
| **Technical Request:**  **(Please list what technical equipment and support you will require)** |  |
| **Additional Support Request/ Comments:** |  |

|  |  |
| --- | --- |
| **Signed off by Events Coordinator:** |  |
| **Date:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| These Terms and Conditions relate to the temporary room hire organised by the University of Wolverhampton Student’s Union (UWSU).  **Conditions of hiring the room:**   1. Caretakers or other employees of UoW, UWSU or other authorised persons shall be allowed unimpeded access to the spaces required during their period of hire. 2. The hirer shall: 3. Repay to the UWSU on demand the cost of reinstating, repairing or replacing any part of the property belonging to the UWSU which shall be damaged or removed during the period of hire. 4. The hirer shall organise furniture or decoration as required for the time of their booking and return as found before the end of their allotted time. 5. Ensure emergency exists, signage and equipment are not blocked, tampered with or be otherwise prevented from working as designed. 6. Not assign this Agreement or any part thereof or sub-let any part of the premises. 7. Leave the room clean and tidy at the end of their booking and in as good order and condition as at the start of the booking, failing which the hirer shall pay the UWSU such reasonable charge for putting the premises in such good order and condition. 8. Be responsible for ensuring designed room capacities (300 for The Venue) are not exceeded. 9. Be responsible for ensuring that all attendees at an event are aware of health and safety matters (such as fire procedures and emergency exit routes) and for the proper conduct of all attendees. 10. Where hiring’s relate to activities involved food for consumption by the general public (not a private meeting), or is paid for: 11. Food shall not be prepared or cooked on any domestic premises. 12. You shall be aware of all ingredients and be able to provide advice relating to allergies. 13. No cooking of food shall take place on the premises. 14. All litter and waste is to be disposed of before the end of the booking. 15. Hirer should not use the bar equipment or go behind the bar area, unless prior written consent is obtained. 16. The hirer is not authorised to supply alcohol or undertake any licensable acts under the Licensing Act 2003 unless prior written consent is received from Adam Riglar (Activities and Sales Coordinator) and this has been agreed by the licensee of the premises, authorising the selling of alcohol. 17. Not use the space for selling of trading of any goods or services without prior written permission. 18. Not to carry out any activity of illegal or prohibited nature. 19. The hirer must provide UWSU with risk assessments of any activities that are carried in the space during the duration of your booking.  |  |  | | --- | --- | | **Agreement**  I have read and agreed to the Terms & Conditions above. I understand that the UWSU reserves the right to cancel the book at any point if the Terms & Conditions are not adhered to. | | | **Signed:** |  | | **Print:** |  | | **Date:** |  | |