**Outside space Booking Request Form**

(please complete this form in as much detail as possible if you are planning an event that will take place in an outside space or if part of the event takes place outside)

|  |  |
| --- | --- |
| **Title of the event:** |  |
| **Date(s) of event:** |  | **Start/finish time(s):** |  |
| **Preferred location:** |  |
| **No. of attendees:** |  |
|  |
| **Institution/Company requesting outdoor space or filming** |  |
| **Description of activity** |  |
|  |
| **Contact Name** |  |
| **Contact telephone number** |  |
| **Contact email** |  |
|  |
| **External supplier details (for example marquee hire, music, catering):** |  |
| **Billing address** **(if applicable):** |  |
|  |
| **Details of Estates Services required:** Caretakers / Security/ Cleaning etc.Include disability requirements if appropriate) |  |
| **Health & Safety** **& Regulatory Paperwork** | **Please be aware that your booking request may be declined if a risk assessment is not submitted. (P as appropriate)** I have submitted a Risk Assessment to the SU for the event or activity |
|  |  |
| **Signature** |  |
| **Name** **Block capitals** |  | **Date** |  |