

Once complete send to student.activities@aston.ac.uk

# **Event Request Form**

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| **Full Name:** |  |
| **Club/Society** |  |
| **Telephone Number:****E-mail:****Student Number:** |  |

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| Event Details (If other please provide details) |
| **Event Name (please provide a meaningful name):**  |
| **Event Description: (please provide a full description of the Event)** |
| **Is this event to be repeated on another day? Yes**  [ ]  **No**  [ ]  |
| **Event start time (HH:MM): Event end time (HH:MM):** **Event start date (DD/MM/YYYY):** Click here to enter a date.**Event end date (DD/MM/YYYY):** Click here to enter a date. |

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| Event Location[ ]  Online (please specify platform) [ ]  Microsoft Teams [ ]  Zoom [ ]  Other[ ]  Indoor (on campus)[ ]  Outdoor (on campus)[ ]  Other (off campus location) |
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| **On Campus** | **Room/Area (if not a specific room, give details what type e.g flat room for 40 people)**  |
| Choose a Location |  |

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| **Off Campus** | **Name** | **Full Address** | **Post Code** |
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| **Student Union Room Bookings (Please tick all that apply)** [ ]  Chairs [ ]  Tables [ ]  Projector [ ]  Will require Ents provision (lighting, sound etc)   |

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| Number of people attending |
| Aston Students: Non-Aston Students:  |
| **Involvement of outside organsation**  |
| YES [ ]  NO [ ] If YES then please give details:**Name of organisation:** **Name of contact:** **Email:****Telephone Number:**  |
| **Is there a visiting speaker involved?** |
| YES [ ]  NO [ ] If YES then please fill in an External Speaker Form.  |
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| **External Catering? (any food that is not from University Catering/SU or Supermarket bought is External Catering. Please be specific**  |

 YES [ ]  NO [ ]   **Please provide details and fill out the External Catering Form if the company is not on our list of approved suppliers. You’ll also need to get the company’s Public Liability Insurance and Food Hygiene Certificate.**Name: |