

**Ensure all sections are completed and emailed to – lounge.events@canterbury.ac.uk**

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| **Events Enquiry Form** |
| **Internal:** YES/NO | **External:** YES/NO | **Student Group:** YES/NO**Please detail:**  |
| **Date of enquiry:** |  | **Co-ordinator:** |  |
| **Date required:** |  | **Where did you hear about us?** |  |
| **Type of Event:** |  |
| **Contact Telephone No:** |  | **Room requested:** | Barista & BakerThe LoungeMobile Bar/Catering |
| **Contact email:** |  | **Estimated****Numbers:** |  |
| **Contact Address:** |  | **Timings****Including set up:** |  |
| **Invoice address****or cost code:** |  | **Room Hire quoted:** |  |
| **Catering required:** |  | **Bar required:** |  |
| **Additional Information** |  | **Entertainment:****Required** |  |
| **INTERNAL USE ONLY** |
| **Additional Information:** |  | **Actions/Decisions** |
| **Weekly events Meeting Approval:** | YES | NO |
| **Terms and conditions issued:** | YES | NO |
| **Info:** |  |
| **Deposit received:** | YES | NO |
| **Amount:** |  |
| **Manager Approved:** |  |
| **Security required:** |  | **Client Informed:** |  |

Any event in St Georges needs to be 18’s and over after 7pm