[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&docid=upuDf48ZhvoxBM&tbnid=LQBpXCT_1oO3IM:&ved=0CAUQjRw&url=http://www.bighospitality.co.uk/Business/Elior-set-for-rebrand&ei=LTu9U9GRFZOf7AaShYHoAg&bvm=bv.70138588,d.ZGU&psig=AFQjCNEjdrccsFKEODEkNRjRUi2TgYUitg&ust=1404996779319671)

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 & Baker The Lounge Mobile 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