|  |
| --- |
| **Please complete this form electronically and submit it to** [ausa**@abdn.ac.uk**](mailto:ausa@abdn.ac.uk) **to make a booking request for the following Conference and Events Venues:** |
| Elphinstone Hall, **Linklater Rooms**  **Kings Auditorium, James McKay Hall**  **City of Aberdeen Room, Multi-Media Room**  **Catherine Gavin Room** |
| Please note that all enquires and booking requests are deemed provisional until formally confirmed in writing by the Conference & Event Office Team |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Request Submitted** |  | **Society/Club/Group Name** | |  |
| **Bookers Name(s)** |  | **Contact Telephone Number** | |  |
| **Contact Email Address** |  | | | |
|  | | | | |
| **Venue(s) Requested** |  | | | |
| **Date of Event** |  | **Title of Event** | |  |
| **Expected No. of attendees** |  | **Will any attendees be under 18 yrs. old?** | | YES/NO  \*Please delete as applicable\* |
|  | | | | |
| **TIMES REQUIRED:** - Day bookings may only be in blocks of either 4 or 8 hours; 0900-1300, 1300-1700, 0900-1700. For bookings from/after 1700 a minimum period of 4 hours and up to 6 hours can be booked, on the hour, but all event/activity must be concluded by 2300hrs. | | | | |
| **Start Time of Booking** |  | **Finish Time of Booking** | |  |
| **Purpose of the event** |  | | | |
| **Brief Description of Event including topics, activities & Format** |  | | | |
| **Is the event open to the Public or Private?** | YES/NO  \*Please delete as applicable\* | | **Details of Proposed Entertainment** |  |
| **Will there be any associated attendee charges?** |  | | **Details of External speakers (If applicable) \*** |  |
| **Required Venue Layout**  \*Please detail your requirements as applicable\* | **Elphinstone Hall** | | **Linklater Rooms** | **James Mckay Hall** |
|  | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **OTHER REQUIREMENTS** | | | | | |
| **Is Audio visual equipment Required** | YES/NO  \*Please delete as applicable\* | | Details |  | |
| **Do you require Catering?** | **\* Please remember any food or drink for your event MUST be provided by the University – no outside food or drink can be bought into the venue** | | | | YES/NO  \*Please delete as applicable\* |
| **Requested Catering requirements** |  | | | | |
| **Is a bar service required for the event?** | YES/NO  \*Please delete as applicable\* | | | | |
| **Representative to be present at and responsible for the event** | **Name:** |  | | | |
| **Contact number during the event:** |  | | | |

|  |  |
| --- | --- |
| **Any other relevant Information about the event:** |  |
| **\*If you have external speakers then please note that an external speakers form will be required to be completed and submitted, in line with University policy, before your request can be taken any further.** | |
| **Please submit this completed form to** [**ausa@abdn.ac.uk**](mailto:ausa@abdn.ac.uk)**. Once received we will forward to the Conference and event office who will contact you by email to confirm if the booking has been accepted and will send you a formal booking schedule for your amendment and confirmation.** | |