



SHARPENS YOUR THINKING

UTMS Student Booking Form

Name:	Email:
Address:	
Contact Tel. No:	
Dept/School:	
Student/Union Number:	
Society/Sports Club:	

Event Details

Title & details of event. List names of speakers with associated organisations.

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Campus, Date & Time required:

Number of people attending:

Will this event be open to the Public:

Will admission be by ticket: Yes No

If yes, give details of admission charge:

Will Catering/Porters be required: Yes No (Charges may be incurred)

Event requires additional security: Yes No (Charges may be incurred)

If yes please specify:

Will you require disabled access: Yes No

Will this event be publicised: Yes No

If yes give details:

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Room/s Allocated:	Campus:
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Student: Signed:

Staff Name: Signed:

Date:

Please see overleaf for the conditions of booking

The University is covered by the Freedom of Speech Code of Practice as set in the Education (No2) Act 1986

The Booking Organiser agrees to abide by all University regulations relating to Health and Safety at Work.

The Booking Organiser undertakes to pay for any additional staff required to be employed by the University as a direct result of the booking.

To ensure the safety of all children attending the event, they must be accompanied at all times by a responsible adult. **They should not use the stairs or the stairwell area.**

The Organiser is responsible for payment of royalties or any form of copyright fee related to the event.

Fire Procedures

1. Read the instructions on the blue **FIRE ACTION NOTICE** displayed in corridors
2. A **CONTINUOUS** siren means **EVACUATE** the building
3. Leave the building quickly and quietly by the **NEAREST AVAILABLE** exit route
4. Follow instructions given by the Security Staff or Fire Marshalls **IMMEDIATELY**
5. **DO NOT RE-ENTER** the building until informed to do so
6. An **INTERMITTENT** siren is an **ALERT** signal. Be prepared to evacuate at any time should the signal change to a continuous tone.

DO NOT use the lifts