

CLUB/SOCIETY/PROJECT CATERING BOOKING FORM

When completing this form please carefully read through the booking conditions which have been provided.

OFFICE USE ONLY		
Date of issue:	Kx Reference No:	EC initials:

PLEASE USE BLOCK CAPITALS WHEN COMPLETING THE FORM

If this form is being completed in conjunction with the Club/Society/Project event booking form, please return both forms together.

Contact details

Name of Club/Society/Project.....
 Your name (main contact for the booking)
 Position within Club/Society/Project.....
 E-mail
 Telephone

Event details

Title of event
 Date catering required Time (*from and to*)
 Number of attendees
 Location of catering
 Catering space booked through (please circle) SAC / Conferences / Department
 Do you require the Conference & Events Office to provide tables for this catering? Y / N

Bars *Please refer to sections 3 & 4 of the Booking Conditions*

Do you require a cash bar for this event? Y / N
If yes, please state: From: To
If bar is open past 23.00 a bar extension licence will be required and is chargeable
 Location of Bar : QTR / SCR / Great Hall

Catering Required

Catering Item	Price £	Qty	Total £

Please continue on a separate page if necessary

DECLARATION

This declaration must be signed by the applicant

This catering is not being arranged on behalf of any external companies, nor is it being organised in conjunction with any Careers Presentation arranged by or through the Club/Society/Project

I understand that admittance to this event is limited to Imperial College students, staff members, members of Imperial College Union and their guests (maximum of two per person)

I understand that all advertising in the public domain including social networking sites is only acceptable where an event is ticketed and it is made clear that tickets are only available to Imperial College staff, students and their guests

I have booked the appropriate number of Union stewards for this event and understand that all costs incurred will be met by the Club/Society/Project for whom this booking is made

I understand that I am responsible for the behaviour of the attendees of this event and that the Club/Society/Project will be responsible for the costs incurred of any damage, additional cleaning or returning of furniture to its original layout

If any of the above information that I have supplied changes at any time, then I understand that I have to advise the Conference and Events Office immediately

I have read, understood and accept the Booking Conditions issued by the Conference and Events Office and have signed these to certify this

Name of applicant CID:

Signature of applicant Date:

Club/Society/Project Committee Position.....

Union Office	Signature (required in each box)	Date
1. ICU Activity Authorisation – to be obtained from the Student Activity Centre		
College Departments		
2. College Security		
3. Fire Department		