**Once completed, this form must be emailed to** **ems-ops-comms@essex.ac.uk****, and you must give at least 3 working days’ notice of your request. You will receive an email confirmation if your request is approved.**

**If you intend to have 70 or more at your barbecue, or your barbecue has an open and unrestricted guest list, you must additionally complete an ‘Event Notification Form’ – information can be found online for** [**staff**](https://www.essex.ac.uk/staff/event/holding-an-event-on-campus-grounds) **and** [**students**](https://www.essex.ac.uk/student/event/holding-an-event-on-campus-grounds)**.**

**Only staff or students of the University of Essex or Student's Union may book these facilities.**

|  |
| --- |
| 1. **Organiser details**
 |
| **Name of the organiser** |  |
| **Email address** |  |
| **Department, society or group organising the event**  |  |
| 1. **Event details**
 |
| **Date** |  |
| **Time** (select one) | [ ]  12.00pm-5.00pm[ ]  6.00pm-10.00pm |
| **Number of attendees** |  |
| **Will there be any under 18s in attendance?** | [ ]  Yes[ ]  No |
| 1. **Organiser confirmation**

I, the organiser, sign below having read and agreeing to abide by the ‘Conditions of Authorisation’ and ‘Requirements’ laid out online for [staff](https://www.essex.ac.uk/staff/event/holding-an-event-on-campus-grounds) and [students](https://www.essex.ac.uk/student/event/holding-an-event-on-campus-grounds).  I recognise that information on these pages may be updated and that I have read them on the date below. I will attend the Security and Safety Centre on Square 3 ahead of my event to obtain a fire blanket. |
| **Organiser signature:** **Date:**  |

**SECTION 4 IS FOR OFFICE USE ONLY**

|  |
| --- |
| 1. **Booking confirmation**
 |
| **Area allocated:** |
| **Maximum guests permitted:** |
| **Date booking confirmed:**  |
| **Confirmed by:**  |

