**Once completed, this form must be emailed to** [**ems-ops-comms@essex.ac.uk**](mailto: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:** |

