



Clubs Room & Equipment Booking

(submit this with beautifully written content and we will authorise and confirm asap)

Date of Event

Club name

Contact name

Email

Cell phone

Event name

Is this a commercial event?

Is it a ticketed event?

Room required

Start

Finish

Description of event

Students attending

Public

Total

Equipment required

Time of collection

Time of return

Food self catering details (snacks, home baking)

UCSA/Spice Catering services YES NO

If you wish to have a meal or run a catered event, please write out initial details on the back of this sheet. Spice catering will be in touch with you within the week.

Alcohol & non Alcohol drinks

No external supplied Alcohol drinks permitted