



Booking Application

Date of Proposed Event:		Type of Event (ie. meeting, reception, dinner)	
Estimated no. Attendees:		Subject Matter:	
Formal Speakers:	Yes	No	
Full Names of Speakers and their Company or Organisation:			
Event open to the Public:	Yes	No	
Proposed Publicity & Marketing:			
Are Media Invited:	Yes	No	
Sponsorship of your Event and Details of each Organisation and agreements regarding publicity:			
Will the Event include any activities that may represent a risk to the health and safety of any individual:			Yes
			No
In your view, have any of your speakers for the event previously expressed views which may be interpreted as causing controversy, or promoting extreme intolerance of views to others:			*Yes
			No
*If you answered 'yes' please provide details:			

Answering the above questions does not guarantee that we can accommodate your booking but will enable the college to engage with you at early stage to assist you in managing your event.

St Edmund's College will process your data fairly and lawfully in accordance with the Data Protection Act 2018. Further information is available in the College's Data Protection Policy and the relevant Data Protection Statements which can be viewed at:
<https://www.st-edmunds.cam.ac.uk/data-protection>

DECLARATION BY ORGANISER:

I declare that I am duly authorised by the Client to organise an event for it and that I have read the Event booking terms attached and hereby agree, on behalf of the Client, that the Client shall be bound by these Terms if the College accepts this request for facilities.

SIGNED:

Name:	
Position:	
Date:	

The College hereby accepts the Client's request for facilities.

SIGNED:

Name:	
Position:	
Date:	

Please note that in order to comply with the terms and conditions you must return all the final details, menus, dietary requirements and rooming lists no later than 10 working days prior to the Event.