 **Event application form**

Please send this form to ismarketing@kent.ac.uk **at least 2 weeks** before your event.

We will use this information to contact you, and to decide:

* whether your event can take place, or will need to change to another time / day / location
* how we can support you
* if we need to prepare the library space or alert other library users

**Your details**

|  |
| --- |
| Name: |
| Email: | Phone number: |

Are you:

|  |  |  |
| --- | --- | --- |
| University of Kent student [ ]  | University of Kent staff [ ]  | Kent Union staff [ ]  |
| Other [ ] Name of your organisation: |

**Your event**

|  |
| --- |
| Event name: |
| Description: |

Where in the Templeman Library would you like to hold the event?

|  |  |
| --- | --- |
| Atrium (A Block, Ground Floor) [ ]  | Gallery (A Block, Floor 1) [ ]  |
| Group Study Room(book at www.isbooking.kent.ac.uk) [ ]  | Library Café (B Block, Ground Floor) [ ]  |
| Other location (please state): |
| Will you need any tables or chairs? |

|  |
| --- |
| Suggested date(s): |
| Times you will need the space: |
| Estimated number of people staffing the event: |
| Estimated number of people attending: |

**Agreement**

Please tick to show you have:

[ ]  completed a risk assessment and attached it with this form.

[ ]  read and understood these points.

* You (the event team):
	+ are responsible for your own equipment, including assembly and removal.
	+ are responsible for your safety and must follow the Templeman Library’s health and safety guidelines, including the fire evacuation procedure.
	+ must report to the Welcome Desk when you arrive and leave.
	+ should have ID and be ready to show it on request: KentOne card if you are a student or staff, external ID if not.
	+ can only leave equipment overnight if you arrange this beforehand.
* We (the Templeman Library staff):
	+ may refuse requests if the event would pose a safety risk or impact negatively on library users.
	+ may move the event to a more suitable space.
	+ do not take responsibility for failed equipment or electrical power failures.