STUDENT SOCIETY ROOM BOOKING FORM

### 1. A minimum of three days’ notice is required for all Monday – Friday room bookings. 10 working days’ notice is required for weekend bookings.

### 2. Please check room availability with reservations@st-andrews.ac.uk in first instance. A booking form should be completed to proceed with the booking.

### 3. Confirmation of booking will be emailed once your booking has been processed. (Please note that your booking is not confirmed until you have received our Confirmation E-Mail).

4. Please note this form is for booking University of St Andrews Society Meetings / Events only.

5. For events and meetings in Parliament Hall, please be considerate of the users of King James Library (Mon – Fri 09.00 – 17.15)

|  |  |  |  |
| --- | --- | --- | --- |
| Society Name |  | Please tick if affiliated |  |
|  |
| **Title** |  | **First Name** |  | Surname |  |
| Position |  |
|  |
| Address for Correspondence *(Union if affiliated)* | **Mobile Number** |  |
|  | **Society Email** |  |
|  | **Postcode** |  |
|  |
| Room(s) required |  |
|  |
| **Date(s)** | **Access Time** | **Start Time** | **End Time** |
|  |  |  |  |
|  |  |  |  |
|  |
| **Event details** |  |
| **Note: The room can only be booked for the purpose stipulated****Speaker event – Speaker name required****Speaker event – Topic required****Film showing – Title required** |
| **Number of Attendees** |  |
| **Layout (if different from default)** |  |

**AUDIO VISUAL EQUIPMENT**

**AV equipment cannot be used without prior notification.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Will AV equipment be required?** | YES | [ ]  | NO | [ ]  |

If YES, please confirm your specific requirements with Media Services on 01334 463674 or email:media@st-andrews.ac.uk

**MEMBERS OF THE PUBLIC**

**We must be notified in advance if non University of St Andrews students and/or staff are attending.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Will members of the public be attending your event?** | YES | [ ]  | NO | [ ]  |

If YES, janitorial charges may apply for certain venues and are charged at £22 per hour.

####  CATERING

**Due to food hygiene legislation, self-catering or outside caterers are not permitted on University premises. All food, drink and alcohol must be serviced by the University’s Catering Services.**

**For any enquiries about the suitability of venues for delivered catering, please contact Catering Services.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Will catering be required?** | YES | [ ]  | NO | [ ]  |

If YES, please go to [**www.st-andrews.ac.uk/catering**](http://www.st-andrews.ac.uk/catering)

 NOTES

* Out of hours charges apply all day at weekends and are charged at £22.55 per hour.
* Under no circumstances can a society book on behalf of another.
* Tickets cannot be sold, or admissions charged for at any venue (except Buchanan Theatre – advance sales only).
* Room bookings and room usage are subject to Terms and Conditions.

**The submission of this request does not guarantee a booking. The room is not confirmed until you have received confirmation by e-mail.**

**SIGNATURE:** **DATE:**

Please submit this form to Accommodation, Conferences and Events:

**Email:** **reservations@st-andrews.ac.uk**

Accommodation, Conferences and Events, Agnes Blackadder Hall, North Haugh, St Andrews, Fife KY16 9XW.Tel: 01334 463000