**Society Activity Request Form**

**What type of society activity is this?**

**Society Meet** \*Please return the form 48 hours prior to meeting.

**Recurring Activity** \*Please return the form 1 week prior to the activity.

**Small Event** \*Please return this form 2 weeks prior to the event.

**Large Event** \*Please return this form 4 weeks prior to the event.

**Late submissions will not be considered.**

**Section A**

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| **Today’s Date:** |  |
| **Society Name:** |  |
| **Main Activity Contact: (name/ email/number)** |  |
| **Name of Activity:** |  |
| **Proposed Date & Time:**  **\*University rooms can be booked until 8.30pm, 4.30pm on Fridays** |  |
| **Proposed Venue: (classroom/ SLZ/ Loft/ Theatre/ Off Campus/ Online Platform)** |  |
| **Is this a recurring activity? Frequency – weekly, monthly?** |  |
| **How many attendees are you expecting?** |  |
| **Do you require the use of any special equipment? (Computers/ screens etc.) Please list equipment** |  |

**Section B**

|  |  |
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| **Do you propose to book the Hangout Equipment?**  **Hangout equipment (Pool/Table Tennis etc)**  **\*Hangout equipment is not bookable between 12-2pm**  **\*Entire Hangout cannot be booked, only equipment** |  |
| **Do you require any special arrangements at the event? (Tables & Chairs, screens etc.) Please list arrangements** |  |
| **Do you wish to have transport to or from your event? Please tick all that apply** | No Transport  Minibus/ Coach  Public Bus or Train  Taxi  Members own vehicles |
| **Do you wish to have external guests present? If yes, give details:** |  |
| **Do you wish to book car parking spaces for external guests? If yes, give details:** |  |
| **Do you wish to have posters printed to promote the event? If yes please give details. Posters need to be sent 2 weeks before the event** |  |
| **Section B Continued** |  |
| **Do you wish to have the SU promote your event on Social Media? Posters need to be sent 2 weeks before the event** |  |
| **Are you hosting your Annual General Meeting or an Emergency General Meeting?** |  |
| **Do you wish to have refreshments at the event? Please tick all that apply** | No refreshments  Shop brought snacks and drinks  Tea’s & Coffees \*Can only be used if you have STARS reward  Bake Sale \*Please read the Food Health & Safety Guidelines  Food served by an external company at the event location. \*Please submit a copy of the companies public liability insurance certificate  Food served by an external company on their premises. |

**Section C**

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| **Will your event cost more than £50?**  **\*If yes, please submit a budget plan form.** |  |
| **Do you wish to have an external guest speaker(s) at the event?**  **\*If yes, please submit guest speaker request forms** |  |
| **Do you intend to sell tickets to cover the cost of the event in full or part?** |  |
| **Do you intend to receive a donation by an organisation (inc. UoB) to cover the cost of the event in full or in part?** |  |
| **Do you intend to involve a new sponsor in the event?** |  |
| **Do you intend to invite prominent members of the community? Please tick all that apply**  **\*Please note, this must be done with the full support of the SU** | None  Senior Members of the University of Bolton  MP’s/ Councillors  Mayor or Mayoress  Other |
| **Do you intend to host a bar crawl?**  **\*Additional Risk Assessment Required** |  |
| **Do you intend to involve extreme sports?**  **\*Additional Risk Assessment Required** |  |
| **Will the event be held in a remote location, hilly terrain or near open water?**  **\*Additional Risk Assessment Required** |  |

Office Use Only

Received by the SU on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved / Rejected

Emailed to notify on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_