**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 TransportMinibus/ CoachPublic Bus or TrainTaxiMembers 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 rewardBake 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 certificateFood 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** | NoneSenior Members of the University of BoltonMP’s/ CouncillorsMayor or MayoressOther |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_