**Internal Venue Booking Form for Societies**

|  |  |  |
| --- | --- | --- |
| **Venue** | ***Centro*** |  |
| **Name of Event** |  |  |
| **Your name** |  |  |
| **Society Name** |  |  |
| **Position in Society** |  |  |
| **Mobile** |  |  |
| **Email** |  |  |
| **Day and Date of Event**  (must allow at least 2 weeks before event) |  |  |
| **Time:**  **Set up time**  **Event times**  **(to and from)** |  |  |
| **Nature of event**  **Plans to promote**  **Tickets**  **Printing / posters**  **Social media plans** |  |  |
| **Estimated Number of attendees** |  |  |
| **Will you have a guest speaker?**  Yes No  If so you need to complete a guest speaker form and hand it in **30 days** before your event. | |  |
| ***What do you require from the venue?***   * Full Space * Private section * Food * Drinks * Microphones * Screen * DJ (if providing own but need the equipment please state this) | |  |
| Sign: | |  |

**Once you have filled in this form, please email it to Fay @** [**fbrinsdon@cardiffmet.ac.uk**](mailto:fbrinsdon@cardiffmet.ac.uk)