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**Internal Venue Booking Form for**

**Societies / Clubs / Students**

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| **Venue**  | ***Centro***   | ***Zen*** |
| **Name of Event** |  |  |
| **Your name** |  |  |
| **Society Name or****Club 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: | Date: |

**Once you have filled in this form, please email it to** **kdoherty@cardiffmet.ac.uk** **&** **Studentunion@cardiffmet.ac.uk** **or drop in a copy to the SU office**