| **Event Planning Form** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Please return this form fully completed to Reception*** [***reception@eng.cam.ac.uk***](mailto:reception@eng.cam.ac.uk) ***a minimum of 3 working days, but ideally 4 weeks prior to the event taking place so that your booking can be assessed and authorized. Please note late bookings can be declined.*** | | | | | | | |
| Title of Event: | |  | | | | | |
| Purpose of Event:  *Provide as much detail of the event’s activities as possible* | |  | | | | | |
| Event date/s: |  | | |
| Event Start Time: |  | | | Event End Time: | |  | |
| Set up time: |  | | | Clear up time: | |  | |
| ***Please note that the Department is open 07.00 - 23.00 Monday to Friday, 08.00 - 20.00 Saturday & Sunday excluding Christmas Day. Set-up and clear-up times must take place within these hours*** | | | | | | | |
| Contact Information: | *Name:* | | | *CRSid:* | | *Contact telephone:* | |
| Lead Event Organiser: |  | | |  | |  | |
| Name of Society / Club (if applicable): | | |  | | | | |
| Other contact(s): |  | | |  | |  | |
| ***You can use the Department Room Booking System to check the availability and size / capacity of bookable spaces*** [***https://www.facilities.eng.cam.ac.uk/bookings***](https://www.facilities.eng.cam.ac.uk/bookings) ***or speak to Reception on (01223 3)32600*** | | | | | | | |
| All Room/Areas required: | |  | | | | | |
| Additional space(s) required e.g., Foyer, Corridor, Atrium:  *Provide details of intended activities within these areas* | |  | | | | | |
| Number of people attending from: | | Engineering Department | | University | External | | Total |
|  | |  | |  |  | |  |
| Will anyone attending (or likely to attend) be especially at risk, i.e. a person with disability, nursing mothers or children (under 18):  *If yes, please provide details…* | | | |  | | | |
| ***Please note that additional safety measures may be required if under 18s are attending your event.***  ***All Risk Assessments are to be completed before bookings are confirmed*** | | | | | | | |
| Are any external companies / organisations involved in the event?  *If yes, provide full details…* | |  | | | | | |
| Is any catering being provided?  *If yes, who by? What time? What access is needed?*  *Need help?*  [*catering-enquiries@eng.cam.ac.uk*](mailto:catering-enquiries@eng.cam.ac.uk) | |  | | | | | |
| ***Please note that companies from the University Catering Services Framework should be used if possible \**** | | | | | | | |
| Do you need to use IT/AV facilities have any IT requirements?  *If yes, provide further details…*  *Need help?*  [*helpdesk@eng.cam.ac.uk*](mailto:helpdesk@eng.cam.ac.uk) | |  | | | | | |
| Are there any changes required to the standard room layout?  Signage Stands or Poster Boards?  *If yes, provide further details with room plans*  *Need help?*  [*cleaning-manager@eng.cam.ac.uk*](mailto:cleaning-manager@eng.cam.ac.uk) | |  | | | | | |
| Do you already have access to the Department (as a student or member of staff)?  *Need help?*  [*security-admin@eng.cam.ac.uk*](mailto:security-admin@eng.cam.ac.uk) | |  | | | | | |
| What arrangements are in place to register attendees? | |  | | | | | |
| Do you need parking?  *If yes, how much and for whom?* | |  | | | | | |
| Have you confirmed if booking charges are applicable to any of the rooms / facilities required? | |  | | | | | |
| **Please note additional charges maybe applicable once booking has been assessed** | | | | | | | |

**Specific personal information collected on this form**

This booking form asks you to provide information about yourself. We gather this information so that we can manage bookings. We use this personal data to fulfil our “contractual” relationship with you.

We do not share your data with any external parties. We will not collect any data about you from any external sources. We will hold your data for no longer than two years after your booking.

For more information about how we handle your personal information, and your rights under data protection legislation, please see <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>.

*Statement updated November 2022*

**FAQ’s**

***\* University Catering Services Framework:***

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| --- | --- | --- |
| * *Aristocaters* * *Aromi* * *By Word of Mouth* * *Cambridge Blue* * *Cambridge Dining Company* * *Carte Blanche* | * *Crucial Cuisine* * *Enjoy* * *Flair Event Catering* * *Langley Larder* * *Lemonthyme* * *Orgin8* | * *Out to Lunch* * *Pristine* * *University Catering Service* * *Uppercrust* |

*Contact information can be provided on request*

**How to find us, Maps, Transport links**

<http://www.eng.cam.ac.uk/about-us/how-find-us>