**Event Planning Form and Facility Request**

**Club Name:**

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|  | **Name** | **Phone number** | **Email** |
| **Event/Tour Coordinator** |   |   |   |
| **President** |   |   |   |
| **Other** |   |   |   |

**Event Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Event (circle)** | **Sports Event** | **Union Event** | **Theatre** | **Ball** | **Trip/Tour** | **Forum/Conference/Summit** | **Other** |
| **Title of Event**  |   |
| **Description of event (inc. What it entails, who it’s targeting, what you hope to achieve)** |   |
| **Date of event (DD/MM/YYYY)** |   |
| **Time****(INCLUDING set up and take down)** |  Set Up Time: | Start Time:  | End Time:  | Take Down Time:  |
| **Proposed Venue/Destination** |    |
| **Total proposed number of attendees** |  |
| **Number of University users** |    | **Number of spectators** |    | **Number of non-University users** |    |
| **Last year’s attendance and budget (if known)** |   |
| **Name of first aider (if attending)** |   |
| **Sponsorship****(Please give details)** |   |
| **Other external agencies (ie. Entertainment, sales & services)** |    |
| **Are you donating surplus to charity?** | Yes | No |

Important:

If you circled “yes” above, please ensure that you complete an online CHARITY COLLECTION FORM & follow the guidelines

Do not confirm any bookings or make any financial commitments until you have had the event confirmed. You may personally end up liable for the costs if the event is not authorised.

Please attach any relevant documents such as provisional booking agreements, sponsorship confirmations, or tour/travel itineraries.

**Facility Requirements (Only fill in if Warwick Sport facilities are required)**

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| --- | --- |
| **Facility requirements (Please outline a floor plan for the facility use, including notes on how event participants will access the facility)** |    |
| **Facility set-up requirements (how do you want the facility set up for your event)** |  |
| **Equipment requirements** (Please tick the equipment you would like to hire as part of the event delivery, indoor equipment is included in the venue hire quote).**If an item is not listed below it is not available to hire from Warwick Sport.** **Please note the equipment below is ONLY available for events taking place within the sports hub.**Arena Scoring System [ ] Badminton Net [ ]  (How many) Basketball Hoops [ ] Benches [ ] Chairs [ ]  (How many)Diving Blocks [ ]  (How many)Combat Mats [ ]  (How many)Scoring Flip Chart [ ]  (How many)Trampolines [ ]  (How many)Tables [ ]  (How many)Table Tennis Table [ ]  (How many)Volleyball Net [ ]    |
| **If your event requires equipment moving outside of the sports hub, the club is responsible for arranging the van hire through Warwick Estates** **Estates.Servicedesk@warwick.ac.uk** **to be quoted for van support.****If you are moving equipment outside of the hub, please advise the date and time you would like to arrange the equipment collection and return.****Collection****DATE****TIME****Return****DATE****TIME** |
| **Special disability requirements** |    |

Additional Notes:

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