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| Please note that all enquires and booking requests are deemed provisional until confirmation email has been received.Completed booking requests must be emailed to activities@abdn.ac.uk |
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| --- | --- | --- | --- |
| **Date request submitted** |  | **Society/ Group name** |  |
| **Bookers name(s)** |  | **Contact telephone number** |  |
| **Bookers student number** |  | **Contact email address** |  |
|  |
| **Venue(s) requested**  | **AUSA Hillhead**  |  |
|  |  |  |  |
| **Date of planned event** |  |  | **Title of event**  |  |
| **Expected no. of attendees** |  | **Will any attendees be under 18 yrs. old?**  |  |
| **Risk Assessment submitted? (Y/N)** |  |  |  |
| **Start time of event**  |  |  **End time of event** |  |  | **Is the event open to the public or private?** |  |
| **Brief description of** **event activities** |  |
| **Attendees** | Students | Non-Students | Mixed |
| **Any other information:** |  |

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