Booking Request Common Room

Fill in the following form and email it to info@commonroom.nl

Note that all reservation requests must be made at least 7 days in advance of the event. Filling in this form does not guarantee a reservation on the requested date.

NB: The Common Room is kept open and cleaned on a voluntary basis by room responsibles. To help provide a room responsible for your event, we advise you to provide some incentive for people to volunteer (e.g. food).

1. Date of the Event. *dd/mm/yyyy*

2. What is the start time of the event?
   Keep in mind this includes the time you need for preparations, and needs to be during the opening hours of MetaForum

3. What is the end time of the event?
   Keep in mind this includes the time you need to clean up and can be no later than 15 minutes before the closing time of MetaForum (at the time of writing, this means: 21:45 on weekdays and 20:45 in the weekend).

4. What association or group is booking the common room?

5. If you have your own room responsible for this event, what is their name?

6. What is the name of the event?

7. Short description of the event.

8. How many people do expect to attend the event?
   Keep in mind that the maximum capacity of the common room is 40 people.

9. Contact information.   9. Billing address
        Full Name:
    Email address :
    Phone number:

I have read and agree to the Common Room Regulations
Signature: