

**ORBIT Use only**

**BR**:

**APPLICATION FOR THE USE OF UNIVERSITY PREMISES**

Please note that we do not allow any refreshments in any of the shared teaching rooms on the Liverpool campus. If you are aware that you have attendees with access issues, please mention this on the booking form (in Section 6) to ensure that you have booked an appropriate location.

**EVENT INFORMATION**

|  |  |
| --- | --- |
| 1. **Name of department, organisation or society:** | 1. **Name and address of principal organiser (person responsible for hiring University premises):**   **Tel:**  **Email:**  S**tudent Number (if student society):** |

**ROOM INFORMATION**

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| --- | --- | --- |
| **Day(s) and Date(s)** | **From (e.g. 09:00)** | **To (e.g. 11:00)** |
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| **Rooms required – please state building and room name/number**  **(e.g. Rendall, Seminar Room 4)** |
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**EVENT INFORMATION cont:**

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| 1. **Title or purpose of meeting:**   **Are any controversial or potentially provocative issues involved which might lead to a disruption of the event?** | 1. **Name and position of speaker(s) (if any):** |
|  |  |
| 1. **Number of participants / audience:** | 1. **Are there any specific seating arrangements (please note that this refers to the seating of attendees and not the room-layout):** |
| 1. **Is this booking being made on behalf of a University department or LGOS society?** | 1. **Is this booking directly related to undergraduate teaching (i.e. is it linked to a module)?**   **If yes, please state which module(s):** |

**FINANCIAL INFORMATION**

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| 1. **Name and address of person to whom the account should be sent (if different from person in section 2):**   **Name:**  **Address**:  **Tel:**  **Email:**  **Student number (if student society - your booking will not be processed any further if you do not provide a student number for payment):** |
| 1. **If a University department, state the account number to be charged:**  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |   **Please note, your booking will not be processed any further if you do not provide an account code** |
| **Please note that for LGOS societies, the fee will be taken from the student account of the person listed in Section 9 (or Section 2 if the same person).** |

**ADDITIONAL SERVICES AND FACILITIES**

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| **Catering** | | **If you require catering or refreshments, please contact Hospitality Liverpool directly:** [**catering@liverpool.ac.uk**](mailto:catering@liverpool.ac.uk) **or 0151 794 2328.**  ***Please note that refreshments are not allowed in the shared teaching rooms and foyers are not bookable in term-time between 9:00-17:00.*** |
| **Cleaning** |  | **If you require any additional cleaning services for your event, please contact Facilities Management Help Desk directly: 0151 794 3000 to arrange.** |
| **Additional Equipment (e.g. poster boards, trestle tables etc)** |  | **The ORBIT team does not have any additional equipment. If you require additional equipment, please contact Facilities Management Help Desk directly: 0151 794 3000.**  **If your conference has residential accommodation, please contact the Conference Office who will coordinate your event:** [**conference@liv.ac.uk**](mailto:conference@liv.ac.uk) **or 0151 794 6440.** |
| **AV technicians** |  | Please tick if you require an AV technician:  What time(s) will you require an AV technician:  ***If you require an AV technician, we will liaise with CSD to see if this is possible. However, on some occasions, CSD will not be able to guarantee their services.***  What are your AV requirement:  ***Please note that we will liaise with CSD to see if they can meet your requirements but this cannot be guaranteed.*** |

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| **PLEASE CONFIRM THAT YOU HAVE READ THE TERMS AND CONDITIONS FOR HIRING UNIVERSITY PREMISES** |

WHEN THIS FORM HAS BEEN PROCESSED WE WILL PROVIDE YOU WITH WRITTEN CONFIRMATION.

PLEASE RETURN THIS COMPLETED FORM TO [orbit@liv.ac.uk](mailto:orbit@liv.ac.uk) OR RETURN TO:

**ORBIT team**

**2nd Floor**

**Foundation Building**

**Brownlow Hill**

**Liverpool**

**L69 7ZX**

**FOR ORBIT USE ONLY:**

**Copy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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