Student events

Venue checklist

When planning an event at an external venue, please have the venue complete the second part of this form. The information in this form will help the university to assess the level of risk associated with your planned event and will assist with the event approvals process

|  |
| --- |
| Key details – to be completed by students |
| Club/SRC name: |  |
| Contact person | Name:Mobile:Email: |
| Event date and time: |  |
| Event description: |  |
| Expected attendance: |  |

|  |
| --- |
| External venue details – to be completed by venue |
| Venue name: |  |
| Venue address: |  |
| Licence name: |  |
| Venue total capacity: |  |  |
| RSA licence information: |  |
| Venue trading hours:  | **Is food available:** Yes [ ]  No [ ]  |
| Please outline your security arrangements including ratio of patron to security personel: |
| Please note: By completing this form you acknowledge that you have discussed the proposed event with the students, and it is appropriate for your venue. |
| Completed by (full name): Signature: |
| Role/title: |  |