

LSESU: SAW SWEE HOCK CENTRE

EVENTS ENQUIRY FORM: STUDENT/SOCIETY/DEPARTMENT

Contact Name:

Telephone: E-mail:

Society/Department/Student: Event Title:

Enquiry Date:

Preferred Event Date/s:

Preferred Space (Please Mark with X)

The Venue: Capacity 820 or 220 seated lecture-style	<input type="checkbox"/>	1st Floor Promotional Space	<input type="checkbox"/>
6th Floor Café/Bar (not including Activities Studio) Capacity 100	<input type="checkbox"/>	SAW Pavilion (Sheffield Street)	<input type="checkbox"/>
6th Floor (inc Activities Studio) Capacity 150 or 70 seated lecture style	<input type="checkbox"/>	The Three Tuns Capacity 250	<input type="checkbox"/>

N.B. Bookings for this space are only available on Wednesday/
Thurs/Friday evenings during Term Time.

N.B. Events can be held in this space, but The Three Tuns is not
available for Private Bookings.

Activities Studio

Timings/Attendees/Payment

Booking Start Time (Inc. Set-up Time)	<input type="text"/>	Approx. number of attendees	<input type="text"/>
Event Start Time	<input type="text"/>	Are you charging an entry fee?	<input type="text"/>
Event Finish Time	<input type="text"/>	Do you intend to sell tickets on the door? How is the event being ticketed?	<input type="text"/>
Booking Finish Time (Inc. Clear-Up Time)	<input type="text"/>		

Is your event for LSE members only? If not please provide details of attendees:
(SU Soc/Club only, LSE Community, Students from other Universities, General Public etc)

Are you intending to pay via a Society SU Account? If yes, please confirm the Society/Club Account Name. If 'No' please state how the event is being funded.

Are there any organisations outside the SU/School involved in any way with this event? If 'Yes', please provide details.

Have you received, or are trying to receive, any external funding from any organisations for this event? If 'Yes', please provide details.

Are you planning to invite any speaker/s who aren't from the LSE community, or is the topic controversial?

If 'Yes' to either please provide details in line with the following questions:

- Names of all external speakers
- Confirm any external speakers' affiliations (specifically where they are political or religious)
- Declaration of any knowledge of controversy attracted by the speaker or topic in the past
- Confirmation if the event and speaker are likely to attract media interest – if so why?
- Confirmation of website details (where relevant) providing further information on the speaker

Audio Visual Requirements (AV)

Microphones

Variety/Number

Lighting

e.g. Club Night Lighting/Stage Lighting/
House Lights Only/Other

Are you having a DJ?

If so what equipment will they use?

Projector- 6th Floor Studio/The

Venue:
From a laptop/DVD/USB?

Music

iPod/Laptop/Playlist required?

Are you having Live Music?

Please provide equipment details/
specific requirements

Other:

Bar Requirements

An Open Bar is available in The Venue and on the 6th Floor (N.B. minimum pre-spends/staffing cost will apply and we require the Bar to be opened for certain events).

Would you like to open the bar?

Would you like to put money behind the bar in the form of a tab?

Do you require a Drinks Reception Service (Closed Bar)?

Do you require catering? Please see LSESU Catering Request Form attached for our services

Do you require waiter service? (N.B. This is a charged service)

Specific Bar Requirements:

Chairs
Variety/Number

Tables
Size/Number

Lecterns

Top Tables

Please confirm any layout requirements

Other:

Other Requirements

Do you require the Cloakroom?

Do you require Stewards/Space set-up assistance?

Do you have any access requirements?
(Do you require wheelchair access to the stage?)

Do you require Security?
(N.B. certain events require security by law)

Any Other Information

For SU use only

Budget Code (The SU cannot accept LSE Budget Codes)

Confirmation date

Booking reference

Invoice processed via Till

Any other information