**Faculty of English Room Booking Form**

**Before completing this form, please read the Terms and Conditions document available on the website.**

*Please note: English Faculty rooms may not be booked by external groups.*

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| **Name of Event** |  |
| **Date(s) of event** |  |
| **Type of event** |  |
| **Name and contact details for the person requesting the booking** (including the department, organisation or group they represent):  *English Faculty rooms may not be booked by external groups.* |  |
| **Is there an external speaker?** | Yes / No *(\*if Yes, please provide details below)* |
| **\*Name of Speaker**  *Please include the society, organisation or group they represent.* |  |
| **Start & end time(s) for room booking(s)**  ***English Faculty Opening Hours***  *Term Time: Mon-Fri 9am-7pm*  *Holiday: Mon-Fri 9am-5pm* |  |
| **Start & end time(s) for event(s)**  *If these are the same as for the booking(s), just say so.* |  |
| **Number of people attending** |  |
| **Room(s) requested** |  |
| **Is there a charge to attend this event?**  *If there is a charge, please provide some detail.* | Yes / No |
| **Social Space requested?**  *Please refer to the English Faculty Catering Policy on the website.* | Yes / No *(\*if Yes, please provide the name of the caterer below)* |
| **\*Name of University-approved caterer** |  |
| **AV Requirements**  *Please refer to the English Faculty Room Details document for a list of what is available in each room.* |  |

* Your booking will not be confirmed by English Faculty Reception until you have submitted a completed booking form. You will be sent an email to confirm the booking.
* Whilst every effort is made to accommodate bookings, the Faculty reserves the right to refuse or cancel bookings at its discretion and without notice.
* The Faculty building is not a conference facility and has limited support/facilities at its disposal.
* Please see: https://www.unicen.cam.ac.uk/university-catering-services/preferred-suppliers for the list of University approved catering suppliers .

Please sign below to confirm that the details entered in this form are correct, and that you will comply with the terms and conditions outlined in the following documents, available on the English Faculty website:

* *Terms & Conditions*
* *Room Details*
* *Health and Safety Information for Visitors*
* *Catering Policy (if relevant to your booking)*

If you request the use of the Social Space, you will also be required to sign a *Social Space Usage Policy* form.

**Signed:**

**Print:**

**Date:**

Please return the completed form document to: [reception@english.cam.ac.uk](mailto:reception@english.cam.ac.uk)