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| **Event Booker’s Name** | Click or tap here to enter text. |
| **Landline & Mobile** | Click or tap here to enter text. | **Email** | Click or tap here to enter text. |
|  |
| **Contact on the Day** | Click or tap here to enter text. |
| **Mobile** | Click or tap here to enter text. | **Email** | Click or tap here to enter text. |
|  |
| **Event Date** | Click or tap to enter a date. |
| **Start Time** | Click or tap here to enter text. | **End Time** | Click or tap here to enter text. |
| **Title of Event** | Click or tap here to enter text. |
| **Purpose of Event** | Click or tap here to enter text. |
| **Who is attending?** | Click or tap here to enter text. |
| **Are you charging attendees?****Yes / No**  | **If yes, how much?** Click or tap here to enter text. |
| **Numbers attending** | Click or tap here to enter text. |
| **Please provide further details about the audience attending** | Click or tap here to enter text. |
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| **Castle Space Capacity** |
| * The Castle’s Lancaster Suite has the capacity to hold 48 people, set up in a cabaret style (table and chairs).
* This number can be increased to 60 theatre style. A set up charge is applicable.
* Any pre-ordered lunch or refreshments will be serviced in the Suite.
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| **Process for booking Specialist Academic and Key University Corporate Events** |
| The Castle premises will be available, subject to approval & if not already booked, for the following: * Academic Use – one off basis

The space can be used for academic uses, such as: * + Events and seminars with a clear academic link to the castle e.g. history, the region, law, literature.
	+ Events and seminars where the setting will enhance the experience or reputation of the course, department or University.
* Some recruitment events for prospective students.

The premises will not be used for core timetabled teaching. |
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| **Terms and Conditions** |
| * The meeting space must be left as it is found. A fee will be charged to the individual making the booking for resetting or clearing the room.
* On the day, keys for the meeting space will be collected from The Castle’s Security Office and it is the individual’s responsibility to return them on the same day.

All other attendees must sign an attendance sheet once in the meeting room. * It is the responsibility of the organiser to ensure that appropriate health & safety polices are followed, as per University Regulations.

<https://portal.lancaster.ac.uk/intranet/services/people/health-and-safety/health-and-safety-policy/> * Fire evacuation procedures must be communicated to all groups as part of the welcome – this will be included in the booking confirmation email.
* Faults or damage must be reported by individuals on the day via the University Facilities Planon system <https://www.lancaster.ac.uk/facilities/services/helpdesk/> or by calling the Helpdesk on 01524 593333.
* Audio Visual is supported by ISS and any requests must be submitted to ISS in advance.
* The building can be accessed by the lead contact on the day from 8.15am and the space should be vacated 30 minutes before the close of the Castle (5pm in winter – October to March, 6.30pm in summer – April to September).
* No external signage outside the meeting room is allowed.
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| **Faculty Authorisation** |
| **Name** | Click or tap here to enter text. | **Signature** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. | **Cost Code** | Click or tap here to enter text. |