**Outside space Booking Request Form**

(please complete this form in as much detail as possible if you are planning an event that will take place in an outside space or if part of the event takes place outside)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the event:** |  | | | |
| **Date(s) of event:** |  | **Start/finish time(s):** |  | |
| **Preferred location:** |  | | | |
| **No. of attendees:** |  | | | |
|  | | | | |
| **Institution/Company requesting outdoor space or filming** |  | | | |
| **Description of activity** |  | | | |
|  | | | | |
| **Contact Name** |  | | | |
| **Contact telephone number** |  | | | |
| **Contact email** |  | | | |
|  | | | | |
| **External supplier details (for example marquee hire, music, catering):** |  | | | |
| **Billing address**  **(if applicable):** |  | | | |
|  | | | | |
| **Details of Estates Services required:**  Caretakers / Security/ Cleaning etc.  Include disability requirements if appropriate) |  | | | |
| **Health & Safety**  **& Regulatory Paperwork** |  | | | |
|  |  | | | |
| **Signature** |  | | | |
| **Name**  **Block capitals** |  |  | |  |

**INDOOR OR OUTDOOR FILMING/PHOTOGRAPHY PERMISSION Request Form**

(please complete this form in as much detail as possible if you are planning To do ANY filmING OR PHOTOGRAPHY ANYWHERE outside ON PENRYN CAMPUS OR INSIDE ANY OF THE UNIVERSITY BUILDINGS)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the Filming:** |  | | | |
| **Date(s) of event:** |  | **Start/finish time(s):** |  | |
| **Location of filming:** |  | | | |
| **No. of attendees:** |  | | | |
|  | | | | |
| **Institution/Company requesting filming** |  | | | |
| **Contact Name** |  | | | |
| **Contact telephone number** |  | | | |
| **Contact email** |  | | | |
|  | | | | |
| **Statement of intent**  Please describe any equipment being used, external actors, VIPs and whether film will be uploaded to social media on completion. | Please submit a separate sheet with information if necessary | | | |
|  | | | | |
| **Health & Safety**  **& Regulatory Paperwork** | **Please be aware that your booking request may be declined if a risk assessment is not submitted**. (🗸 as appropriate)    I have submitted a Risk Assessment to Penryn Health & Safety Adviser  ([pez.hargreaves@fxplus.ac.uk](mailto:pez.hargreaves@fxplus.ac.uk))  ***Film & photography requests only***  I agree to seek written permission from all featured models using the Model Photographic and Video Permission form  Forms available <http://www.fxplus.ac.uk/work/hospitality/outside-space-and-filming-requests> | | | |
|  |  | | | |
| **Signature** |  | | | |
| **Name**  **Block capitals** |  | **Date** | |  |

Please return this form to Falmouth Exeter Plus Conference & Events Team  [events.coordinator@fxplus.ac.uk](mailto:%20events.coordinator@fxplus.ac.uk)