



# Event Application

Name of Event: \_\_\_\_\_

Please print clearly. Only forms that are 100% complete will be reviewed for approval. You are encouraged to submit your event application a minimum of 2 weeks prior to the date of your event. Large events may require more than a few weeks notice in order to book an appropriate space.

Event Information	
Club Name:	
Location of event:	Alternative location:
Date requested: (dd/mm/yy)	Start time:                      End time:
Alternative date: (dd/mm/yy)	Start time:                      End time:
Trent Email:	Number of participants:
Set up time start:	Clean up time end time:

### Event Requirements (check all that apply)

- |                                      |                                   |  |
|--------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> TV          | <input type="checkbox"/> Drapes   | <input type="checkbox"/> Tables (#___)     |
| <input type="checkbox"/> DVD         | <input type="checkbox"/> Linens   | <input type="checkbox"/> Chairs (#___)     |
| <input type="checkbox"/> Laptop      | <input type="checkbox"/> Stages   | <input type="checkbox"/> Cleaning required |
| <input type="checkbox"/> Projector   | <input type="checkbox"/> Couches  | <input type="checkbox"/> Security required |
| <input type="checkbox"/> Speaker     | <input type="checkbox"/> Cable TV | <input type="checkbox"/> Power             |
| <input type="checkbox"/> Microphones | <input type="checkbox"/> Music    | <input type="checkbox"/> Inter             |

Description of Event or Program/Special Instructions

**\* Please note!\*** Completing this form does not constitute booking a room. This form will need to be reviewed by Trent University Administration. DO NOT advertise your room location until you have received confirmation from the main office.