|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Club/Society name | | Click here to enter text. | | | | | | |
| Event name | Click here to enter text. | | | | | | | |
| Event date | Click here to enter text. | | | | | | | |
| Booking start time | Click here to enter text. | | | | | **Event start time** | Click here to enter text. | |
| Booking end time | Click here to enter text. | | | | | **Event end time** | Click here to enter text. | |
| Venue | Click here to enter text. | | | | | | | |
| Additional booking(s) required  Please state purpose and room(s) | | | | Click here to enter text. | | | | |
| Event organiser | Click here to enter text. | | | | | | | |
| LSE email | Click here to enter text. | | | | | **Contact number** | Click here to enter text. | |
| Room booker | Click here to enter text. | | | | | | | |
| LSE email | Click here to enter text. | | | | | **Contact number** | Click here to enter text. | |
| SU Event form submitted | | | Yes No | | | **Risk assessment submitted** | | Yes No |
| Description of event and schedule: | | | | | | | | |
| Click here to enter text. | | | | | | | | |
| Please detail the arrangements you have made for the following; | | | | | | | | |
| Your stage/furniture requirements | | | | Click here to enter text. | | | | |
| Your AV requirements | | | | Click here to enter text. | | | | |
| Your catering requirements | | | | Click here to enter text. | | | | |
| Number of attendees expected | | | | Click here to enter text. | | | | |
| Are you using the SU online ticketing? (If not please name the system) | | | | Click here to enter text. | | | | |
| Is this event open to the public? | | | | Yes No | | | | |
| Do you have any VIP attendees? | | | | Yes No | | | | |
| If a conference/ speaker event please give the name of LSE Academic Chair(s) and the session(s) they are chairing (if your event is open to the public this is required for the event to take place). | | | | | | | | |
| Click here to enter text. | | | | | | | | |
| If a conference/ speaker event please give the name(s) of your speaker(s) and indicate if there is any security detail | | | | | | | | |
| Click here to enter text. | | | | | | | | |
| Please list your appointed event stewards | | | | | | | | |
| Names | | | | | **LSE emails** | | | |
| 1 Click here to enter text. | | | | | Click here to enter text. | | | |
| 2 Click here to enter text. | | | | | Click here to enter text. | | | |
| 3 Click here to enter text. | | | | | Click here to enter text. | | | |
| 4 Click here to enter text. | | | | | Click here to enter text. | | | |
| 5 Click here to enter text. | | | | | Click here to enter text. | | | |
| 6 Click here to enter text. | | | | | Click here to enter text. | | | |
| 7 Click here to enter text. | | | | | Click here to enter text. | | | |
| 8 Click here to enter text. | | | | | Click here to enter text. | | | |

**Event Terms and Conditions**

Please read the following information carefully, this is a list of Health and Safety regulations which your event must comply with (‘the Venue’ represents the large lecture theatres on LSE Campus including The Old Theatre, Green Room and the Sheikh Zayed Theatre).

* No sound or amplification equipment can be brought into the venue.
* No lighting equipment can be brought into the venue or added to the existing rig.
* No electric heaters may be brought into the LSE.
* Flames (including candles, tea lights, and pyrotechnics) and special effects (such as smoke, dry ice) are not covered by the LSE Fire Risk Assessment and are not allowed to be used under any circumstances.
* Any props including soft furnishings or furniture brought in must conform to current safety (fire retardant) standards or the Furniture and Furnishings (Fire Safety) Regulations 1988 and have been treated with flame retardant spray.
* Any cables on and off stage must be securely taped down during the set-up, event and take-down to prevent trips and damage to the equipment.
* No work including with props and equipment can be at height.
* No food or food preparation/distribution is permitted inside the theatre or Old Building green room, entrance or corridors. The New Academic Building Lower Ground Floor is licenced exclusively to LSE Catering.
* No obstructions are permitted inside the doors to the venue and all fire exit routes must be kept clear at all times.
* Events in the venue must finish by 21:30 at the latest with the venue to be cleared and vacated by 22:00. There are no storage facilities available in either venue.
* During the weekend rehearsal bookings must finish by 18:00 to enable an evening event to take place.

**Lighting and sound equipment**

You need to arrange training and access to use the Old Theatre equipment. The AV form is found on the SU Plan an event page. Additional PAT tested equipment can be loaned from other Societies please ask the SU ARC team for information.

**Tickets and cash handling**

The Student Union have an online ticketing system which you should use for your events. If you are selling tickets or programmes at the event please ensure you are complying with Student Union rules on cash handling.

**Stewards**

Your named stewards must be briefed on fire and first aid emergency procedures prior to the event. There are a minimum of 6 stewards required, one to cover each fire exit and they should wear badges to identify themselves and be in their positions throughout the event and prepared to evacuate the venue if the fire alarm is sounded.

**Failure to comply with these terms and conditions mean the event could be prevented from taking place and room booking privileges for the society could be revoked.**

**Weekend access to the Old Building**

From 14:00 on a Saturday and all day on Sundays access to the Old Building is restricted to those with a valid LSE Id card or by prior arrangement with LSE Security. To gain access for visitors send an attendee list to the Old Building Reception team with a copy of your ticket the Friday before your weekend event. It is also helpful to have a steward at the entrance to greet your attendees and check names against the attendee list.

**Access to the New Academic Building**

To allow visitors through the access barriers please email your attendee list in advance to [lse.nab.reception@lse.ac.uk](mailto:lse.nab.reception@lse.ac.uk) and provide them with a copy of the ticket on the day so it can be identified. For large events it is helpful to have a steward at the entrance to greet your attendees and check names against the attendee list.

**Please return this Event Declaration at least 10 working days before your event. We will contact you to arrange a meeting to discuss your event before we confirm your bookings.   
  
In signing this form you are declaring that the information provided is correct and you have read and agree to the above terms and conditions and the Old Theatre Emergency Procedures.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signed (Organiser):** | |  | | |
| **Name:** | Click here to enter text. | | **Date:** | Click here to enter a date. |