**This form must be completed by the Principal Event Organiser for all events or activities being held on University College of Osteopathy (****UCO) premises or at off-site events affiliated, funded or branded by the UCO where external speakers are intending to participate, including those wishing to hire rooms at UCO premises.**

Please complete the form below in full and email it to [RoomBookings@uco.ac.uk](mailto:RoomBookings@uco.ac.uk) **no less than 14 days before** the scheduled date of the event. If the form is not completed within this timeframe the event will not be authorised to take place on UCO premises (except in exceptional circumstances).

External Speaker requests must be approved before any event takes place; until requests are approved advertising material must state “***subject to approval by the* University College of Osteopathy**”.

All advertising material for events must include the following statement:

***“This course is not run or managed by the* University College of Osteopathy*, and the* University College of Osteopathy *does not in any way endorse the course content of any external provider”.***

Principal Event Organisers are expected to highlight at the earliest opportunity any grounds for believing that a speaker will be controversial or will potentially commit a criminal offence. Any concerns regarding this should be raised with the Venue & Partnership Manager.

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| Name of Principal Event Organiser |  |
| Position of Principal Event Organiser |  |
| Email Address of Principal Event Organiser |  |
| Telephone Number of Principal Event Organiser |  |
| Name of External Speaker/s |  |
| Name of the Organisation to which the External Speaker/s belongs / represents: |  |
| Are you a registered Charity? *(If yes please provide your Charity Registration Number)*  *Charities will receive a 50% discount on room hire costs.* | YES / NO |
| Charity Registration Number: |
| Are you a current UCO student?  *Students will receive a 20% discount on room hire costs.* |  |
| Title of Event |  |
| Description of event topic / subject matter |  |
| Date of Event |  |
| Start Time of Event |  |
| End Time of Event |  |
| Has the External Speaker/s spoken at the UCO before? *(If Yes please state when)* | YES / NO |
| Has the External Speaker/s spoken at another higher education institution before?  *(If Yes please state which one/s and when)* | YES / NO |
| Time of External Speaker’s Arrival |  |
| Time of External Speaker’s Departure |  |

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| Please indicate which Room you would like to book for your event:  *Please note that there may be an additional security charge when there are no UCO events scheduled.* | | | | | |
| Room | **Description** | **Half Day / Evening**  **(4 Hours) (Please Tick)** | | **Full Day**  **(More than 4 Hours) (Please Tick)** | |
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| Please indicate whether you require any of the following equipment: | |
| Equipment | Please Tick if required |
| Flipchart |  |
| Whiteboard |  |
| LCD Projector |  |
| Microphone |  |
| Other: Please state |  |

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| Event Advertising  *Please provide samples of advertising material and links to e-advertising.* |  |
| Number of Delegates  *Please provide details about how many attendees will be participating in the event and whether the attendees are staff, students, members of the UCO, guests, general public, etc.* |  |
| Event Conditions  *Please provide details about whether the event is ticketed, open to the public, whether there any intentions to segregate the event, etc.* |  |
| Do you have any reason to believe that there may be a threat of disruption caused by the proposed meeting or activity and what is the substance of that threat?  *(If Yes, please provide details)* | YES / NO |
| Do you or others involved in organising the event know of any other reason as to why issues may arise with the External Speaker/s named above, i.e. has there been any controversy attracted by the speaker in the past?  *(If Yes, please provide details)* | YES / NO |
| Will members of the press, TV or radio be permitted to attend?  *(If Yes, please provide details)* | YES / NO |
| Is the event being sponsored?  *(If Yes, who by and will advertising appear at it?)* | YES / NO |
| Catering Requirements: | Regrettably we are unable to provide any specific catering requirements.  There are shops and cafes nearby which sell a range of sandwiches, snacks and hot and cold drinks. |
| Security: | On weekdays the building is open from 8am until 9pm. If you would like to hire a room outside of this time then there will be an additional security charge of £18.00 per hour added onto your fee to cover security costs.  Our building is open from 8am until 5pm on most weekends, but if the building is opened specifically for your booking there will be an additional charge of £180.00. This is split between any other groups who are also hiring rooms.  If your booking incurs the additional security charge you will normally be informed at the time of your enquiry / booking. |
| Deposit: | In order to secure and confirm your booking we require a deposit of £50.00 for each day, with a maximum deposit of £200 payable. Please note that this is non-refundable.  Please pay the deposit by cheque (made payable to “University College of Osteopathy”) and post to the address below.  If you wish to pay the deposit by any other means, please contact us at [roombooking@uco.ac.uk](mailto:roombooking@uco.ac.uk) or on 020 7089 6106. |
| Does the External Speaker/s agree to abide by the following:   * The UCO’s Equality & Diversity Policy2 * The UCO’s Freedom of Speech Policy * The UCO’s ICT Acceptable Use Policy * The Health & Safety Document Attached | YES / NO |

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| Signature & Confirmation | I hereby confirm that any advertising of this course/group clearly states the following:  “*This course is not run or managed by the UCO, and the UCO does not in any way endorse the course content of any external provider*” |
| Signed: |  |
| Date: |  |

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| **FOR OFFICE USE ONLY** | **AMOUNT** |
| Room Hire Total |  |
| Additional Security Charge? YES / NO |  |
| Dates for Security Charge |  |
| Deposit Received? YES / NO |  |
| 50% Charity Discount Applicable? YES / NO |  |
| 20% UCO Student Discount Applicable? YES / NO |  |
| Invoice Total |  |