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| **Title of Event** |  |
| **Event Contact Name and Number** (If someone else will be the contact person on the day please give their information too) |  |
| **Email Address** |  |
| **Phone Number** |  |

* UCD Sports Clubs and Societies should complete section A
* All other groups including schools, companies, other UCD groups should complete section B
* **All groups need to complete section C**

**Section A: (For UCD Sports Clubs & Societies)**

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| --- | --- |
| Type of Event e.g. intervarsity/league |  |
| When did the club last hold the event? |  |
| Do you have approval from the Sport Office to organise this event? |  |
| Do you require the facilities during other clubs’ bookings? |  |

**Section B: (All other groups)**

|  |  |
| --- | --- |
| Do you have public liability insurance? Please provide a copy of this |  |
| What group is the booking for e.g. friends, birthday |  |
| Let us know how you would like to pay  | InvoiceOnline |

**Section C: (Mandatory for all groups)**

|  |  |
| --- | --- |
| Date |  |
| Time of Event (include set up & take down) |  |
| Facilities required (indoor and outdoor) |  |
| Number of participants |  |
| Number of spectators |  |
| Are spectators or participants being charged for entry? |  |
| How will spectators/participants arrive to UCD? |  |
| First aid provision | NoneSelf-providing (name and number of qualified first aider) External provider (name and number)  |
| Will you use a PA/music system? Can you provide your own? |  |
| Is bleacher seating required? (Hall B only) |  |
| Are changing rooms required? How many? |  |
| Are tables/chairs required? How many? |  |
| Will you be stopping for food? Where/what will you be eating? Please give details of what catering you have booked and where it will be consumed |  |

**Please send us a detailed schedule of your event. A sample is laid out below. Include information such as arrivals, movement, spectators, food etc**

* ***10:00*** *Committee arrives to set up*
* ***10:30*** *Match 1 (Team A Vs Team B)*
* ***11:00*** *Match 2 (Team C Vs Team D)*
* ***11:30*** *Lunch*
* ***12:15*** *Final match*
* ***13:00*** *Clean up and hand back pitch to UCD Sport Facilities*