

ARTLAAB

Event Booking Form

Please fill in this form in detail and email to the ARTLAAB Coordinator, ALVA.

ARTLAAB Coordinator: c/- ALVA Front Desk E admin-alva@uwa.edu.au P 6488 2582

Booking information:

1. Requesting Name/Institution/Department (as applicable):
2. Organiser responsible:
3. Contact details:
Ph/Mobile: Email:
4. Event description :
.....
.....
5. Event title (if applicable) :
6. **Proposed dates and times of booking (total time required):**
Bump-in (day/time)-Bump-out (day/time) -
7. How will ARTLAAB be configured and what equipment/work will be included/used?
.....
.....
8. What hanging equipment will be used?
.....
.....

Exhibition Opening/Function details (if applicable):

9. Title of Event (if applicable) -
10. Exhibition Opening/Function start time (day/time) -
11. Exhibition Opening/Function end time (day/time) -
12. Approximate number of attendees:
13. **What is the alcohol availability at your function for guests?**
 Selling (UWA Liquor Permit and Liquor License required from Racing, Gaming & Liquor. Min 1 month's notice. A fee is applicable. Forward to ARTLAAB Coordinator)
 Providing (UWA Liquor Permit required. Min 2 weeks notice. Forward to ARTLAAB Coordinator)
14. Will you be serving food at your function? (provide details):
.....
.....
15. Additional information:
.....
.....

We have read the ARTLAAB Booking and Guidelines Information and agree to comply in all respects with the set guidelines for use of ARTLAAB. We understand that we are responsible for the ARTLAAB key during the booked period and in the event of its loss we agree to reimburse the University of Western Australia the replacement fee as quoted in the guidelines.

Signed: Date:
Organiser name/s: Date: