

## Request to Book Wilson Hall

### Contact & Event Details:

Preferred Contact Number

Name of Event

Type of Event

Event Start Date  
(DD/MM/YYYY)

Event End Date  
(DD/MM/YYYY)

Student Club Event

### Do you need extra time to set up and pack up your event? If yes, include set up start/finish times below:

Set-up time

Event start Time

Event end Time

Pack-up end time

### Tell us about your event:

Describe what the venue  
will be used for

Tell us who will be using the  
venue (eg. Students,  
external industry, high  
school group, staff).

Number of attendees

### Additional Information

Please list if you require any of the following; microphones, projector screens, chairs, etc. Noting that these may need to be requested separately once the booking is confirmed. It's best to let them know what we need from the outset.