

Venue Booking Form



Please complete as relevant to your activity/event	
NAME OF LEAD CONTACT/HIRER (must be 18 years or over)	
DATE OF APPLICATION	
ADDRESS	
CONTACT TELEPHONE NUMBER	
EMAIL	
NAME OF ORGANISATION (if appropriate)	
REQUIRED LOCATION • Aberdeen City Campus • Altens Campus • Fraserburgh Campus • Scottish Maritime Academy	
REQUIREMENTS e.g. • Room Only • Theatre • Recording Studio • Restaurant etc (Please see guide)	
BOOKING DATES	
BOOKING TIMES	
DESCRIPTION OF NATURE OF THE PRODUCTION/EVENT/ACTIVITY	

Form continues on next page

TITLE OF PRODUCTION/EVENT OR ACTIVITY	
NUMBERS INVOLVED IN THE PRODUCTION, EVENT OR ACTIVITY	
DETAILS OF EQUIPMENT: Catering or internet access requirements (if any)	

Please send this form to: venuehire@nescol.ac.uk

Office use only

RECOMMENDATION INCLUDING LIKELY FEES BY HEAD OF FACILITY/FACILITIES (as appropriate)	
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