

Please complete this form and email it to events@murrayedwards.cam.ac.uk

JCR/MCR Event Booking Form

| | |
|---|--|
| Have you booked the date with the Events Dept.? | |
| Have you completed a Party Permission Form and sent it to the Dean? | |
| Have you submitted your proposal to with the Party Permission Form? | |
| Has your proposal been approved by the Dean? | |
| Have you circulated an email to arrange the meeting about your event? | |

| | |
|-----------------------|--|
| JCR or MCR | |
| Name/contact | |
| Date/name of event | |
| Maximum numbers | |
| Rooms/areas required | |
| Cost of ticket | |
| | |
| Start/end time | |
| | |
| Dome servery bar | |
| College bar | |
| Alcohol/drinks | |
| Catering | |
| | |
| Entertainment | |
| Extra Porters | |
| Cleaning kit/bins | |
| | |
| Any other information | |
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| | |