Students’ Union Clubs & Societies / Sport Clubs **Stall** Booking Form

1. ***This form must be submitted via email to*** [***bookings.union@stir.ac.uk***](mailto:bookings.union@stir.ac.uk) ***with a minimum of 72 hours’ notice (working days only - weekends and holidays do not count). Due to the Campus redevelopment space is very limited and only one table per club can be submitted at a time.***
2. ***N.B.!!! This form will be accepted ONLY if submitted by a committee member of an affiliated Club/Society and if sent from their University student /email account (for identity verification purposes). Forms that do not meet these criteria will be rejected or delayed.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF CLUB/SOCIETY** |  | | | |
| **EVENT** |  | | | |
| **DESCRIPTION OF ACTIVITY- what are you doing/selling/campaigning for?** | **Description:** | | | |
| **STUDENT NAME** |  | | | |
| **EMAIL** |  | | **PHONE NUMBER** |  |
|  | | | | |
| **DATE(S) REQUESTED-** |  | |  |  |
| **START TIME** |  | | **END TIME** |  |
| **PREFERRED AREA- please note these are requests only and will be honoured as far as possible (select all that apply)** | * **Any, I don’t mind** * **In front of Clubs wall/across from NISA (tables with NO backboards and 2 chairs)** * **Outside library (trestle table with 2 chairs and with backboards)** | | | |
|  | | | | |
| **WILL THE EVENT INVOLVE EXTERNAL SPEAKERS?**  *Please provide details of speakers invited to address the meeting from out with the University. It may be a requirement that permission be given by the Union Secretary through the Room Bookings Office for any outside speaker to be invited to speak on campus. Details should include full name of the speaker(s) and the organisation represented.* | | | | *(Please delete as appropriate)*  **YES NO** |
| **IF YES – FULL NAME(S) AND ORGANISATION REPRESENTED** |  | | | |
| **DOES THE EVENT HAVE A COMMERCIAL PURPOSE?**  *If so please provide details. Permission is required for any commercial venture (e.g. sale of goods) due to commercial franchises operating on campus. In some cases, events that encourage personal donations toward charities are allowed, please provide details below.* | | | | *(Please delete as appropriate)*  **YES NO** |
| **IF YES – PLEASE PROVIDE DETAILS** | |  | | |

***N.B***

*A risk assessment is required for* ***special*** *activities out with regular club activity. Please complete this well in advance so that it can be approved by relevant Union and University departments. This can be found online at:*

[*https://www.stirlingstudentsunion.com/clubssocieties/forms/*](https://www.stirlingstudentsunion.com/clubssocieties/forms/)

**Stall Booking Regulations**

|  |
| --- |
| ***Clubs / Societies may not engage in the following activities:***   1. Raffles and/or selling of raffle tickets; 2. Consumption of alcoholic drinks; 3. Sale of food 4. Any activity that may damage equipment or property; 5. Any activity likely to lead to personal injury or harm; 6. Infringement of copyright law (e.g. screening of copyrighted material). |

June 2017