

UC REC & SPORT APPLICATION TO HIRE ILAM FIELDS (SOCIAL BOOKINGS)

Organisation/Club Name:				
Type of Event:				
Event Organiser's Name:			Contact Number:	
Address:			Email:	
To Be Invoiced to? (Please Specify)				
Will alcohol be present?	Yes	No	Liquor License Aquired?	Yes No
Ticketed Event?	Yes	No	How many tickets?	1-250 501-1000 251-500 1001+

Grounds and Facilities Required

Field Name	Start Date	End Date	Start Time	Finish Time

Additional Information

Lights: _____

Field Markings: _____

Gate

Downstairs Pavilion First Aid Room Female Change Room Male Change Room

N.B The University of Canterbury is a **Smoke Free Campus** including Ilam Fields. Notification of any field closures will be done by phone or email to the event organiser for this booking. For social events the following documents must be supplied once booking is confirmed:

- Security and emergency plans
- Rubbish and waste removal plans
- Alcohol or special licence

Cancellation Policy: A full refund will be given if cancellation is received by email 48hrs prior to your booking commencing. 50% refund will be given if cancellation is received by email no later than 24hrs before your booking commences. **NO** refunds will be received for cancellations after 24hrs prior to booking commencing.

Signed: _____

Date: _____

Office Use Only

Date Received:		Date Confirmed:	
Cost:	\$	Payment Method:	

Please submit your booking request to groundsbookings@canterbury.ac.nz