

EVENT APPLICATION FORM

This form must be completed by the customer wishing to host an event. The form must be submitted at least five days prior to the event. If this form is not completed correctly, the application may be rejected. The host must have a copy of the approved application during the event to present upon request by urbanest or Security. If an event is in a share apartment written consent from each of the housemates must be obtained by signing the Flatmates section below. Insert N/A if not applicable. Failure to adhere to the House Rules may result in disciplinary action. Any breach of the House Rules or provisions of the Agreement, including damage, will be the responsibility of the host.

HOST DETAILS

Name: _____

Room Number: _____

Mobile Number: _____

Event Location: _____

Number of Guests: _____

Facilities/Equipment Required: _____

Date of Event: _____/_____/_____

Start Time: _____ **Finish Time:** _____

Will alcohol be consumed: Yes No

FLATMATE DETAILS

	Name	Signature		Name	Signature
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		

I understand I am responsible for conduct and behaviour of my guests and will ensure all guests abide by the House Rules.

Host Signature: _____ **Date:** _____/_____/_____

APPROVED BY:

General Manager Signature: _____ **Date:** _____/_____/_____