UMEÅ UNIVERSITY

Agreement for students organising an evening or weekend event on departmental premises

1. Read the Rules for premises, FS 1.1-1454-22, and the terms and conditions for evening and weekend events.
2. Obtain approval from the person responsible for the premises to hold the event there.
3. Send the completed and signed form to infocenter@umu.se at least 7 days before the event.

Head of department/head of unit/equivalent – approves the event being held on premises leased by the department:

Date	Name in block capitals
Signature	

Student union/student association/equivalent – has read the terms and conditions and rules, approves the event and the designated event organiser, and is the invoice recipient. The invoice recipient is responsible for any additional costs arising from the event, such as extra cleaning, damage or additional security guard services.

Name of student union/equivalent	
Name of authorised representative of student union/equivalent	
Mobile	Email
Date	Signature
Invoice recipient	
Billing address	

Designated event organiser – has read the terms and conditions and rules.

Name	
Mobile	Email
Date	Signature

Building		Room
Type of event		Number of participants
Date	Start time	End time
Will alcohol be served? Yes ☐ No ☐ Will participants bring their own alcohol? Yes ☐ No ☐ Is an alcohol serving licence required? Yes ☐ No ☐		
I have assessed that the event will not cause a disturbance or pose a risk (for guidance on the assessment, see event safety checklist) Yes ☐		