



Please add reference number from Provisional Booking\_\_\_\_\_ **Yes No**

Is this booking to do with a class or course paper? *(This booking will be referred to Timetable Office if yes)*

If not, is this an internal booking? *(if external booking may incur Venue Charges)*

Is it open to the public?

Will there be an external speaker? *(If yes, you may need to seek permission from your PVC for this speaker to be on campus? please do so before returning this form to us. Please click here to view the Policy )*

If booking is Teaching or Educational related please indicate here

Will there be a registration or attendance fee charged? *(If yes please provide a GL Code here)*

What is the main activity?

Are there any activities that you consider might have a risk component? *(If yes please complete a Health & Safety Form on this website and return it to R.Hazners@massey.ac.nz)*

Will there be catering? *(It is expected that Wharerata will be used for catering on the Manawatu Campus, who can be contacted on (06)3569099 extn 85384; for Wellington Campus External events are managed by Jeremy Hana the lead contact is Cory Anderson c.anderson2@massey.ac.nz ext 63687)*

Will alcohol be served? *(If yes - Please contact Wharerata)*

***Please send this form to the relevant campus below***

**Albany**

**Manawatu**

**Wellington**