



To
Dezernat IV
Referat IV B Immobilienverträge
Rundeturmstraße 12
64283 Darmstadt
By Fax: 06151-16-24616
By Email: veranstaltungen@zv.tu-darmstadt.de

Non-binding Reservation Request for Event Areas

1. Information about institution/person	
Reserving institution / club	Non-profit? (only applicable for external organisers) <input type="checkbox"/> no <input type="checkbox"/> yes (please attach verification)
Mailing Address institution / club	
Contact person organising the event	Surname, first name, (mobile) telephone number, email address
Contact details of event management on the day of the event	Surname, first name, mobile number, email address This person needs to be reachable by mobile throughout the entire duration of the event
Cooperating institution	Please fill in, if applicable
Information in case of fee-based events (space rent/service providers)	Cost centre/project number (internal transfer): or bank details (external bank transfer):

2. Information with regard to the event	
Title and subtitle of the event	
Description of event and activities planned	
Advertising measures	<input type="checkbox"/> Advertising measures are not intended. <input type="checkbox"/> We would like to display and/or distribute advertising material on the day of the event. <input type="checkbox"/> The event will be advertised publicly.
Fees	Will the event generate profit, e.g., entrance fee, conference fee, sale of goods, ...? <input type="checkbox"/> no <input type="checkbox"/> yes



Attendees	Number of attendees: Target group of the event:
Catering	<input type="checkbox"/> no <input type="checkbox"/> yes what style of catering?

3. Event date(s) – You can enter more dates under “5. Your remarks” below.

Please note that we need a minimum lead time of 5 working days leading up to the event to process your enquiry. In case of external service providers, the process time increases to 15 working days.

Date (dd/mm/yy)			
Set-up starts at			
Event starts at and ends at	/	/	/
Dismantling ends at			

4. Event area and requirements

Room/space requests	<input type="checkbox"/> lecture hall / room request: <input type="checkbox"/> conference room / room request: <input type="checkbox"/> lobby / space request: <input type="checkbox"/> external area / space request:
Equipment requests	<input type="checkbox"/> multimedia equipment necessary <input type="checkbox"/> extra cleaning requested (fee-based service) <input type="checkbox"/> power supply <input type="checkbox"/> high voltage current <input type="checkbox"/> water supply <input type="checkbox"/> chairs <input type="checkbox"/> tables <input type="checkbox"/> miscellaneous – details may be listed in “5. Your remarks” below

5. Your remarks

Date / signature / name in capital letters

Thank you very much for your request. We will get in touch with you in a timely manner.