

EXAMPLE Peltz Gallery One-Off Event Proposal form

DO NOT EMAIL THIS FORM AS IT IS AN EXAMPLE ONLY

All proposals MUST be completed via the ONLINE FORM LINKED HERE: [LINK](#)

- All proposals must be formally made by a full-time member of academic staff at Birkbeck.
- The Peltz Gallery is not bookable as a teaching room.
- Events/exhibitions accepted from outside the School of Arts will be charged a fee.
- Complete all questions in the proposal as this increases the likelihood of success.
- Successful applicants for use of the Peltz Gallery should note that they are entirely responsible for the events they are organizing

CONTACT DETAILS

1. Forename	
2. Surname	
3. Email Address	
4. Telephone number	
5. Department	

EVENT DETAILS

6. Event Title	
7. Indicate the date of your event. If you are not sure about the date please list the proposed dates in the next box	
8. Time of Event	
9. Event Type	<input type="checkbox"/> Drinks Reception <input type="checkbox"/> Book Launch <input type="checkbox"/> Journal Launch <input type="checkbox"/> Talk/Discussion/Presentation <input type="checkbox"/> Performance <input type="checkbox"/> Event attached to a symposium/conference <input type="checkbox"/> Other (Please Specify)
10. Description of event	
11. Please indicate if refreshments or food will be offered If catering is required, please go to: http://www.bbk.ac.uk/roombookings/catering	

12. PLEASE NOTE: Events accepted from outside of the School of Arts will be charged a room fee.

Receptions or other one-off events (up to 3 hours): £150

Exhibitions Daily Rate: £75

PLEASE NOTE: Fees may vary if there are any specialist insurance requirements.

13. Further comments

SAMPLE