

Booking Request for University-Internal Events
at the Hertie School of Governance GmbH | Friedrichstr. 180 | 10117 Berlin

Type / Title / Content of the Event:

Speakers:

Date: ..20 Time / Duration: : to :

No. and type of Guests:

Preferred Room:

Seating Arrangement:

Room Setup: Laptop Projector Whiteboard
 Bulletin board Flip Chart Other:

If the event takes place in the Forum:
Audio System (with microphones) *
Stage (with chairs) Speaker's podium

Alcohol Consumption Request:

I hereby request approval for alcohol consumption at the event. Yes No
I am aware of the Hertie School Alcohol Abuse Prevention Rule and that alcohol on School premises shall be consumed in a responsible manner.

Responsible Person:

First Name / Last Name / Cohort:

Contact Data (E-mail / Phone):

The above mentioned person is responsible for the organisation and implementation of the event and is present at the event at any time. She/he is available for consultation and questions prior to, during and after the event. She/he accepts the House Rules of the Hertie School and ensures that these are adhered to by herself/himself and all guests.

Berlin, ..20

Approval

Hertie Student Association

Student Affairs

* If the audio system will be used an authorized professional audio engineer has to be booked to operate the system. This will induce additional costs which have to be covered by the above mentioned person or HSA funding.