**Gilchrist Seminar Room/Williams Room Department Liability Email**

I, **(insert name)** hereby accept liability for the booking of **(insert name of student/group)** in the Gilchrist Postgraduate Club Seminar Room/Williams Room.

By accepting liability for the student/group, you are agreeing that they will adhere to the terms and conditions for using the Gilchrist Postgraduate Club Seminar Room/Williams Room. Please READ the terms and conditions. In particular, please note that:

* All tables and chairs (if rearranged) **must** be returned to their original position as stated by the poster on the door.
* If catering has been organised the event coordinator must arrange for the room to be cleared by the end of the booking.
* Any damage to/theft of furniture or equipment should be reported to the SRC Welcome Point.
* The department accepting liability will be responsible for meeting the full costs of repairs or replacement of any equipment damaged or stolen during the period of hire.

**The below can only be signed by a budget code holder for their department**

School/College/Department:

Name (printed):

Name (Signed):

Job Title:

Date: