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

I, **­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** hereby accept liability for the booking of \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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 by yourselves and authorised by the SRC, 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 named person 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, a listed club/society Office Bearer or the primary person responsible for the hire. If the above rules are not adhered to, the society/department/named person will be contacted regarding charges they may need to pay.**

School/College/Department/Club/Society:

Name (printed):

Name (Signed):

Position :

Date: