

## UVic Outdoor Booking Form

Event Name: \_\_\_\_\_

Organizer contact: \_\_\_\_\_

Organizer email: \_\_\_\_\_

Onsite phone #: \_\_\_\_\_

Date(s) and times of event: \_\_\_\_\_

### Brief description of event

(include any seating, food, washroom, electricity needs, and set-up/takedown details):

\_\_\_\_\_

Desired location(s) for the event: (be as specific as possible)

\_\_\_\_\_

Number of event staff: \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

**\*\*Please provide insurance details if not UVic staff, faculty, or student\*\***

**\*\*[Review Orders of the PHO on Gathering and Events here](#)\*\***

**\*\*[Review UVic's Communicable disease plan here](#)\*\***

**\*\*UVic Student events will require approval from department heads\*\***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit to [outdoorbookings@uvic.ca](mailto:outdoorbookings@uvic.ca)