



Booking Reference:

Visit and Event Application Form

1. APPLICANTS DETAILS

Rank, grade or title:		Surname:		Forenames:	
Date of request:		Contact phone no:		Contact email:	
Organisation:		Address:			

2. VISIT AND EVENT REQUIREMENT

Name of visit/ event:		Purpose of visit/event:					
Number of attendees:		Dates: First choice:		Second choice:		Third choice:	
Brief statement of requirement (SOR):							

3. MESS REQUIREMENTS

Arrival date:		Departure date:		Number of beds required:			
Ranks (number attending)	Military:		Civilian:		Other ranks:		
Formal dinner:	yes	no	Numbers:				
Mess silver:		Dance floor:		Bar extension required:	yes	no	

Catering	(Note: To be completed on a separate ESS Hospitality form)		
Refreshments: yes	no	Buffet Lunch: yes	no

4. FACILITIES REQUIRED

Room layout	Theatre:		Classroom:		U shape:		Boardroom:	
	Cabaret:		Banquet:		Cabaret and Banquet are only provided in special circumstances which must be outlined in SOR			
Audio visual:	yes	no	IT: yes	no	VTC: yes	no	Flip charts: yes	no
White board:	yes	no	Lecturn: yes	no	Additional chairs: yes	no	Tables: yes	no

5. METHOD OF PAYMENT

Type of bill	Consolidated:		Individual:				
Method of payment	Mess bill:		Cash:		Cheque:		
Number of meal vouchers required		Breakfast:		Lunch:		Dinner:	
UIN:		Cost centre:		Budget manager:		Contact phone (inc code):	

6. BOOKING CONFIRMATION (Defence Academy accommodation office use only)

Accommodation confirmed:	yes	no	Accommodation confirmed by:		Date:		Allocated:	
Venue confirmed:	yes	no	Venue confirmed by:		Date:		Allocated:	
Formal dinner confirmed:	yes	no	Formal dinner confirmed by:		Date:		Allocated:	
Approved/Rejected								
				Signed:		Date:		
For Commercial/Industry enquiries only:								
Purchase order number:				Invoice Address:				
Terms and Conditions	All requests for Visits and Events must come direct to the Visits and Events Office. Any changes to the approved application are subject to availability. All forms must be submitted at least 14 working days before the event. All risk assessments must be completed and returned 7 days before the event. Cancellations must be made in writing at least 5 days before the event was due to start.							