

<b>Event Information Request Form</b>		
<b>Event Name:</b>		
<b>Coordinators:</b>		
<b>Dates:</b>	<b>Venue:</b>	<b>Organising Entity:</b>
<b>Proposed Schedule:</b>		
<p><b>Finances:</b> Please provide the expected costs involved and the proposed registration fee if applicable. Please indicate whether payment will be made when registering or in cash on the day of the conference. Please also indicate which account will receive the payments, and how. Please fill in purchase request form for any related costs. Please provide refund policy if applicable.</p>		
<p><b>Facilities:</b> Please indicate which facilities you will need (for example Große Halle, Barn-House 8, the Manor house, the playground, car park, other rooms, other venues like the Maritim Hotel, etc.).</p>		
<p><b>Hospitality (if applicable):</b> Please provide dates (number of nights), exact numbers (if possible or estimates based on previous years), gender and ages.</p>		
<p><b>Meals/ Refreshments:</b> Please provide exact numbers for meals and refreshments (tea, coffee &amp; biscuits, lunch packs) required.</p>		
<p><b>IT/AV:</b> Please indicate your need, i.e. webcast, AV equipment, and who you have available to serve with it. If the equipment is used outside of Gut Elim, who will be collecting this equipment, transporting, setting it up/monitoring its use, and ensuring it is returned properly to Gut Elim?</p>		
<p><b>Transport:</b> If you want transportation to be available, please indicate how many are requesting the shuttle and which drivers you have available. Gut Elim is ONLY able to provide one shuttle and is unable to transport children under 18 years old.</p>		

**Children and Young People:** Please indicate whether children or young people under 18 years old will attend the event. If so, we will need a copy of the sponsoring entity's up-to-date and signed Child Protection Policy. All children and young people under 18 must be supervised at all times while on the property.

**Set up and clean up before, during, and after event:** Please indicate your plans for set up and clean up before, during, and after the event. Please be aware that during the week there might be other events that will use the rooms before or after you. Therefore, please leave each area as or better than you found it.

**Any other miscellaneous requests**