

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 _____

Number of event staff: _____ Estimated number of attendees: _____

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

****[Review Orders of the Prohibitory 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