



# Application form for celebrations or events

## Department of Chemistry

Please send the completely filled out application at least 4 weeks before the event via e-mail to [olaf.lips@unibas.ch](mailto:olaf.lips@unibas.ch). → the reservation of the lecture hall and the foyer has to be done separately

Name of applicant	
Date of the event	
Time frame of the event (from – until)	
Reason of celebration	
Used premises / rooms (number of rooms, courtyard, foyer etc.)	
Name and mobile phone number of the person in charge (must be present from the beginning until the end of the event)	
Estimated number of people expected	
Name of the responsible permanent employee (Professor etc.)	
Name and mobile phone number of the person in charge of setup and removal as well as the final clean up	
Specifics (tent, furniture, barrier, safety risk etc.)	

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Circulation: Technical Services, Securitas

Status 08.03.2018

Application approved \_\_\_\_\_ / \_\_\_\_\_

Application declined \_\_\_\_\_ / \_\_\_\_\_