

## **Event request**

Requesting institution
Contact
Address
Phone
E-Mail
Legal partner
Address

Information about the event		
Date, Event (day/time)	from	to
Date, start of preparation (day/time)	from	to
Date, end (day/time)	from	to
Number of persons		
Room		
Type of event		
Others		
Topic of event		
Planned technical installations		
Date of enquiry		