

Organiser (community, company, association)	
Contact person	Telephone
Address	Email
Billing address (if different)	

Name of the event				
No entrance fee <input type="checkbox"/> Entrance fee <input type="checkbox"/> Amount of the entrance fee € _____				
Date	Day of the week	Rehearsal / set-up time	Event	Set-up time

Premises reserved	
<input type="checkbox"/> Carelia Hall (605 seats)	<input type="checkbox"/> Lobby
<input type="checkbox"/> Auditorium C2 (150 seats)	<input type="checkbox"/> Downstairs foyer
<input type="checkbox"/> Workshop premises: _____ rooms for _____ persons	<input type="checkbox"/> Upstairs foyer
	<input type="checkbox"/> Dining room (150 seats)
Equipment and services reserved	
<input type="checkbox"/> Sound reproduction equipment for lecture hall	<input type="checkbox"/> Computer / Internet connection
<input type="checkbox"/> Rostrum	<input type="checkbox"/> Data / video projector
<input type="checkbox"/> Presidium table	<input type="checkbox"/> Slide projector
<input type="checkbox"/> Grand piano	<input type="checkbox"/> Image / sound transmission to Auditorium C2
<input type="checkbox"/> Piano	<input type="checkbox"/> Flagging
<input type="checkbox"/> Dance mat	<input type="checkbox"/> Other, please specify _____
Sound reproduction equipment for music and stage lightning equipment must be ordered separately, see appendices.	

Cancellations must be made in writing or by email at least 14 days prior to the event. If the cancellation is made later than 14 days prior to the event, the costs for the premises will be collected in full.

The organiser hereby accepts the University's instructions and terms of use and commits to covering any eventual damages caused by the event to the personnel, furniture, equipment or premises in full.

_____/_____/_____ Signature: organiser's representative

The reservation is confirmed	
~ without any changes	~ the reservation will not be confirmed
~ with the following changes	_____
Lease € _____ + VAT 24%. Additionally, the costs of the equipment, supervision and cleaning will be invoiced after the event.	
_____/_____/_____	Signature: University of Eastern Finland / Carelia Hall

Distribution:
- Applicant
- Facilities Management
- Porter

Reservations and enquiries:
Facilities Management
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