**APPLICATION FOR THE USE OF ASSEMBLY HALL**

The Assembly Hall of the University of Tartu is located at Ülikooli 18, Tartu 50090. Send the signed application to the e-mail address aula@ut.ee.

**Data of the applicant:**

|  |  |
| --- | --- |
| *Name of juridical entity /**First and last name of the natural person/**For a university unit: sphere of responsibility* |  |
| *Register code/* *personal identification code/**For a university unit: structural unit* |  |
| *Location/ Residence:* |  |
| *Name of the contact person, phone, e-mail* |  |
| *Contact person, who is present and in charge during the event (name, phone, e-mail)* |  |

**Description of intended use of hall** (title and short description of the event)**:**

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|  |

**Together with the Assembly Hall we´d like to use lecture halls in the main building as auxiliary rooms:**

(mark the number of the lecture halls)

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|  |

**Date of the use of the Assembly Hall and auxiliary rooms:**

 (mark the date and time)

**Duration of the use of the requested room(s):**

* Event bookings must always consider set-up times necessary for the preparation of the room and clean-up time. The fee is charged for all time.
* The fee is calculated in full hours (when using the room for up to 60 minutes, the fee is calculated based on the price of one hour, when using the room for 61-120 minutes, the price is for two hours).

|  |  |  |  |
| --- | --- | --- | --- |
| Event start time: |  | Event end time: |  |
| Start time of preparations: |  | End time of clean-up: |  |

**Special requests regarding the use of the Assembly Hall:**

|  |  |
| --- | --- |
| 1.  | 6.  |
| 2.  | 7.  |
| 3.  | 8.  |
| 4.  | 9.  |
| 5.  | 10.  |

**The following visual media services can be ordered together with the use of the Assembly Hall** (extra charge):

1. live broadcast and/or video recording service of various events,
2. audio service for musicians and choirs,
3. photography service,
4. special lighting service.

To order visual media services and see the price list, contact Valeri Nuust, phone 517 6185, e-mail valeri.nuust@ut.ee.

**We would also like to use the following visual media services:**

|  |
| --- |
| 1.  |
| 2.  |
| 3.  |
| 4.  |

I certify that if this application is granted:

1. I´ll be obliged to pay for the use of the room and property (technics) according to the university´s price list;
2. I´ll take the responsibility for any damage, destruction or loss of the room or property in it and for complying with the fire safety legislation and university´s fire safety guide.
3. I´m aware that the university does not grant the use of their rooms for events or activities which by their nature are not suitable for the room or building, also for political and religious propaganda which might damage the university’s reputation.
4. I have read and undertake to follow the [Terms of Use of the Assembly Hall](https://ut.ee/sites/default/files/2024-03/The%20Terms%20of%20the%20Use%20of%20the%20Assembly%20Hall%2C%2029.02.2024.pdf).

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Date Applicant´s (representative´s) name and signature