

Application for use of space

for internal and external events at HafenCity University

Details of the event

Title _____

Type of event _____
(e.g. discussion round, conference, award ceremony, get-together, etc.)

Date _____ until _____

Time _____ clock until _____ clock

Time of construction _____ clock Time of dismantling _____ clock

Short summary

(If available, please include program schedule, speaker lists, supporting programs, etc.)

Desired rooms/areas

(Please also send a sketch of your space planning)

Cooperation partner _____
(if available)

Number of guests Total _____ Internal _____ External _____

Required technology

Required furniture

Are you planning catering? ☐ Yes ☐ No
(our recommendation: Campus Event Catering of the Studierendenwerk Hamburg)

If catering is planned, to what extent is it to be implemented?

Do you expect a lot of soiling?

☐ Yes

☐ No

Budget

Details of the applicant

☐ Internal request

☐ External request

Organizing institution

Contact person

E-Mail

Telephone

Mobile phone

Further notes

☐ I am aware of the [fire safety regulations](#), the [regulations on the allocation of rooms and fees](#) and the [house rules](#) of HafenCity University and expressly acknowledge them.

The receipt of this application does not constitute a legal obligation on the part of HCU to actually make the requested rooms available. The legal obligation requires a written confirmation by the HCU event management and may be subject to further conditions.

☐ I agree that the event management of HafenCity University may process my personal data for the purpose of room booking and event planning. The conditions of the EU General Data Protection Regulation (GDPR) apply.

I can revoke my consent at any time with effect for the future. The previous processing remains unaffected by a revocation. You can find more information on [data protection](#) here.