FACULTY OF MEDIEVAL & MODERN LANGUAGES
TAYLOR INSTITUTION

41 Wellington Square, Oxford OX1 2JF
Tel: +44(0)1865 270766
www.mod-langs.ox.ac.uk

Booking Form (Please complete and return to: events@mod-lang.ox.ac.uk)

Organiser's Contact Details	
Full Name	
Oxford University Status (if applicable)	
Department / Company	
Address	
Telephone no.	
Email	
VAT (for external events)	
Contact/s on the day of the event	

Event Details	
Event Title	
Day and Date	
Anticipated number of attendees (a register of attendees is required)	
Event times	
Set up times	
Room set up (Please keep us informed of any last minute changes.)	
AV equipment required	
Catering available: Drinks reception **Any other catering:** *MML*: Cost code required *Non MML*: to be organised directly with a caterer	

Accessibility requirements (Please confirm before event, if unsure at the time of booking)	☐ Yes ☐ No
Brief description	
Is the event opened to the public?	☐ Yes ☐ No
Is this a MML Faculty event?	☐ Yes ☐ No
Are you booking the room on somebody else's behalf?	☐ Yes ☐ No
Room Hire: Please tick the room/s you would like to hire and specified the no. of rooms required in 47 Wsq.	
The Taylor Institution	☐ **Main Hall** Capacity: **185** Lecture Style (130 ground floor & 55 balcony) 75 Lecture with drinks reception (ground floor only) 135 Lecture & drinks reception (ground floor & balcony) 50 Cabaret style (not always possible)
	☐ **Room 2** Capacity: 54 Lecture Style 40 Lecture with drinks reception 70 Drinks reception 20 Boardroom style
47 Wellington Square	☐ **Lecture Rooms required** (5 available): Capacity: 25-30 Lecture style 25 Boardroom (only 2 rooms available)
	☐ **Seminar Rooms required** (6 available)**:** Capacity: 8-15 Lecture style (4 rooms available) 8- 15 Boardroom style (only 5 rooms available)

Note: The data in this form will be used according to the The Data Protection Act 2018.