**On Campus Promotion Request form MSU 2022 V1.2**

**1.0 Promotion Details**

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| --- | --- |
| Promotion Company/Organisation/Individual Name |  |
| Promotion Company Invoice Name/ Address |  |
| A/C’s Contact Name & Email |  |
| Promotion date/dates required |  |
| Accounts Billing Reference No. /PO Number |  |
| Promotion description | |
| Please list the companies and services represented in your promotion | |

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| --- | --- |
| *Company Represented* | *Service/Product being promoted* |
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**2.0 Operation Details**

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| --- | --- |
| No. of personnel on campus |  |
| Time period daily Start |  |
| Time period daily Finish |  |
| Will you be handing out promotional material? |  |
| If Yes how many packs? |  |
| Please itemise promotional material content and attach samples |  |
| Will you have any music, media or props as part of your promotion? |  |

**3.0 Data Protection**

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| --- | --- |
| Does your promotion include database collection? |  |
| Is your data collection GDPR compliant?  If “NO” data collection is not permitted. |  |
| Please state the intended use of the data collected |  |
|  |  |
| If Yes please state data items being collected | |

**4.0 Advertisements & Logistics**

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| --- | --- |
| Do you require advance advertising of your promotion? |  |
| Is Advertisement Attached to the application? |  |
| Do you have any other requirements from us to assist your promotion? |  |
| Will you require car parking |  |
| Number of permits required? €5/permit |  |
| Larger vehicle required |  |

**5.0 Pricing**

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| On Campus Promotion Prices/Rates (VAT Exclusive): |
| Full Day e.g. 10am to 4 pm - €600 per Day/ €500 additional days  Half Day e.g. 10am to 1pm - €300 per day/€250 additional days  Local Business/Charities may avail of exemptions – please apply for details of same. These exemptions are only available to approved Charities and Local Business Groups. |

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| **On Campus Promotions - Terms & Conditions**:   1. On Campus promotion, Request Forms are completed in full for each promotion carried out in Maynooth Students’ Union. 2. Insurance details (employers and Public / Products liability) are provided at least a week in advance of the promotion for approval. 3. Insurance Indemnification letter provided listing Maynooth Students’ Union and Maynooth University. 4. All invoices relating to your promotion must be paid in advance of the promotion date. 5. A limited number of Visitor Car Parking Permits are available for parking on Campus or alternatively Pay Parking is available however, parking is not reserved and availability cannot be guaranteed. 6. Larger vehicles may only be brought on campus with prior permission from the Traffic Office / Safety Office, this can be organised in advance by our Operations Manager. 7. Promotion coordinator must contact our Admin on 017083669 and ensure contact details are left to enable communication at all times during your time on campus or email to manager@msu.ie. 8. Your Personnel supervise delivery of Promotional Material. 9. Storage of Promotional Material is supervised throughout the duration on Campus. 10. Entry/Exit Points into buildings are not blocked with Promotional Material/Personnel handing out Promotional Material. 11. Corridors are not blocked and accesses to facilities within buildings are not inhibited 12. Noise levels are kept to a minimum, no music permitted (unless with prior arrangement via our Operations Manager). 13. Any remaining Promotional Material is gathered and removed at the end of the Promotion day. 14. Information Gathering is monitored by your co-ordinators to ensure no overcrowding at any data collection points that may result in any potential Health & Safety issue. 15. Any Health & Safety concerns brought to your attention must be addressed immediately. 16. Failure to comply with the above requirements may result in you being asked to terminate your Promotion, leave the Campus and may also damage our ability to offer you this facility in the future. 17. Carrying out any other activity other than that expressly stated in the promotion request form is prohibited and any such occurrence may result in your promotion being terminated and asked to leave the campus 18. Access to On Campus Promotion facility does not imply any endorsement by Maynooth University or Maynooth Students Union of your products. 19. Data collection adheres to standards required and compliance with GDPR |

**5.0 Requester Sign-off**

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| --- | --- |
| **Signature of submitter** acknowledging (On Campus Promotions - Terms & Conditions) |  |
| Please Print Name |  |
| Date |  |
| Email for communication |  |
| Site Contact Name |  |
| Site Contact Number |  |

***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\****

***For the Use of Space under the Management of MSU only***

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| --- | --- |
| Recommended by Students Union (Yes/No) |  |
| If No please state reason |  |
| Calendar and Space Booking Updated (Yes/No) |  |
| Insurance Indemnification received (Yes/No) |  |
| Signed (MSU bookings team) |  |

***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*MSU ACCOUNTS OFFICE USE ONLY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\****

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| --- | --- |
| Issue Invoice (yes/no) |  |
| If no please state reason |  |
| Invoice Date |  |
| Payment Received Date |  |
| Invoice No |  |
| Signed (MSU Accounts) |  |
| Date |  |