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| **Client – organizer of an activity/event** | |
| Company name/name and surname:  Address: | |
| Company code:  ID no. for VAT: | Company registered at FELU: YES / NO  VAT payer: YES / NO |
| Phone: | E-mail: |
| **Information on premise and technical equipment lease** | |
| Estimated date and time of lease:  Estimated no. of participants: | Preferred premise (from pricelist):  The event is for participants:  Free of charge  Charged |
| **Event title:**  Content and purpose, event programme (+ list of all presented brands):  Event guests, including invited members of the FELU management:  Additional services, extra equipment / configuration of technical equipment (from the pricelist): | |
| **Responsible person on the client side – event organizer** | |
| Name and surname:  Address: | |
| E-mail:  Phone: | Student at FELU: YES / NO  Employed by FELU: YES / NO |
| Signature of the responsible person on the client side:  Ljubljana, date: | |
| **To be filled in by the responsible person at the Faculty of Economics** | |
| Department: *Office for Marketing* |  |
| Request received on: | Received by: |
| Lease of premise and technical equipment:  Approved  Not approved – reason for refusal:  Lease is charged  Lease is free of charge - justification: | |
| Name and surname:  Ljubljana, date: | Signature: |