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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 / NOVAT 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:  |