

Application to hold an outdoor event or charitable collection on University premises

Please refer to intranet.birmingham.ac.uk/campus-services/Conferences-and-events/Organising-events.aspx for full details on which sections are required for your event.

A minimum of 28 days' notice is required.

1. Essential information

Name (of individual, group, society or company)

Name of organiser or responsible person

Address

Telephone number

Mobile number

Email address for all correspondence

Invoice address (if different to above)

Company VAT registration number (if appropriate, for any service costs that need to be applied)

Contact on day of event

Name

Phone no

Organisation

2. Location

Location of event

Date of event

Bar opening hours (if applicable)

Alcohol served Yes No

Bar licence extension required Yes No If yes, until what time?

Event start time

Event finish time

Set up times (if applicable)

Dismantle/clean up times (if applicable)

3. Nature of event

Brief description of the event, with intended programme/timetable

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Is an external speaker attending? Remember to complete the External Speaker form.

Expected number of attendees

Entertainment (indoors, outdoors)

Speciality entertainment (eg stage, bouncy castle, DJ etc)

Technical requirements for performers

Details of publicity of event

4. Equipment and/or structures

Detail the equipment and/or structures to be used below.

Temporary structures: marquees, ad frames, trailers

Are you using a marquee? Remember to complete the Marquee form.

Fairground rides

Inflatables

Health and Safety guidelines are available.

Electrical equipment

Furniture

5. Firework displays

Please give details.

Note: public liability insurance from an external provider, method statement, risk assessment and site plan are mandatory for firework displays. Organisers are responsible for safety and must produce a certificate under the Electricity at Work Act 1989 to demonstrate that equipment has been tested. Electrical equipment should be suitable for outdoor use and for this purpose.

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6. Food and drink

List your requirements and supplier (either University catering or their nominated supplier).

Note: Remember to complete the Catering Request Form.

Any food products brought onto campus must receive approval from University catering's nominated person. If you are proposing to make food (eg a cake sale) please provide complete ingredients for display.

7. Services

If you require these services, please give details.

a. Water

b. Electricity

8. Security and/or stewards

Detail arrangements for security and stewarding, including a stewarding plan. Attach a separate document if required

If money is being collected, detail the security arrangements you will put in place.

9. Noise

If you plan to have live music, give details.

Note: it is the organiser's responsibility to inform the local authorities and residents of outdoor live music. The premises licence and University regulations only authorise amplified noise during certain hours.

10. Health and safety

What first aid facilities will be provided?

What arrangements will be made for toilets?

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What are your contingency plans for bad weather?

What are the arrangements for spectator safety?

What are the arrangements in case of an emergency or disaster?

Note: a detailed risk assessment and method statement is required for all events.

11. Vehicle access

If you require these services, please give details.

How many delivery vehicles require access?

How high are the vehicles?

What time is access required? Start

Finish (full departure from site)

Note: vehicle access will be confirmed once vehicle type and venue have been confirmed.

12. Any other relevant information

13. Clear up

Detail the arrangements for clear up.

What arrangements have been made for ground protection?

Note: Clearing of litter and the removal of equipment must be completed within 12 hours of the end of the event.

14. Charitable collections

Name of charity

Charity number:

Date of collection

Location(s) of collection

Number of collectors

Publicity material attached? Yes No

Note: only closed buckets permitted, two collectors per bucket. Please view the policy governing charitable collections on campus: intranet.birmingham.ac.uk/campus-services/support-services/Charitable-collections-policy.aspx

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Terms and conditions

Noise

Please respect others on campus and resident in the local area by keeping noise to a minimum, especially during the working day. The use of loudhailers is forbidden by the Regulations of the University of Birmingham 4.4, unless the Registrar and Secretary has previously given permission.

Usage

You may not carry out any activity in the University's premises, or use the facilities in such a way as to cause inconvenience or annoyance to the University and users of the premises and facilities.

Signs, displays and posters

No signs, displays or posters may be fixed to the fabric of the premises without the express agreement of the Director of Campus Services (or their authorised deputy). If agreement is given, signs, displays or posters should only be fixed to those locations agreed by us, taken down immediately after the event, and disposed of appropriately.

Clean up

You agree to leave the grounds clean and tidy. Litter will be collected and disposed off appropriately. A charge will be levied for any additional work incurred by University staff in cleaning up after the event.

Declaration

I undertake to abide by the rules on location, noise, safety, tidiness and any other conditions imposed by the University in advance of or during the event.

I accept financial responsibility for any damage or injury arising from the event and any additional cleaning required by the University.

Print name

Society, group or organisation (if applicable)

Signed

Date

Countersigned by Site Manager (Accommodation/Social Centres/Guild of Students – internal event booking only)

Check list

Please ensure you submit this form with all other appropriate documents. Failure to provide these will delay the application process.

Always required:

Risk assessment Method statement

Public Liability Insurance

Event insurance

Site plan

Health and Safety certificates

Suppliers' details

Marquee form

Catering request form

Speaker request form

Forms should be submitted to:

University of Birmingham | Conferences & events

1st Floor University Centre

Edgbaston

Birmingham B15 2TT

or by email:

info@conferences.bham.ac.uk

Please ensure that the form is signed and dated, and that you have provided a contact email address. On receipt, the decision will be sent by email within 5 working days.