

Marquees/Tents on University Premises

Before completing this form, please contact University of Birmingham | Conferences & events at info@conferences.bham.ac.uk or 0121 415 8400 to check availability and discuss location. Then book your marquee with one of the University's authorised suppliers, [Fews](#) or [Crest](#). They will advise you on the best solution for your event, and provide the information you will need below. Return this completed form to info@conferences.bham.ac.uk.

Name of event Date of event
Contact name Email
Contact telephone number(s) Mobile
Postal address

1. Please refer to the Marquees Map to indicate the proposed location of the marquee(s) and other structures using the numbers on the map key. [Download the Marquees Map](#).

If appropriate, mark the areas on the map and email an image of this with your form.

2. When is the function to be held? Date from to
3. Describe the event, e.g. how many marquees? What is the marquee/tent to be used for?
Will any other structures be required?
4. Size of the marquee/tent
5. Is the marquee/tent compliant with BS 7837:1996 (2008)? Yes No
6. How many staff and visitors are expected on a daily basis? Date from
to

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7. Are you proposing to break any ground out or drive any pegs or stakes into the ground? Yes No

If yes, a Permit to Dig will be required from the University of Birmingham Estates maintenance team. Please contact them on 0121 414 7283.

When a request for a permit is made we will require a set of RAMS, calibration records of the instrument used to scan and training documents for scanning from the operator.

8. What ground protection will be provided inside and outside?

9. Discuss how to reduce impact on the grounds with a representative from University of Birmingham Grounds and Gardens on 0121 414 3478. **Please note: remedial work may be subject to charge.** To minimize damage to lawns, flooring should allow for air flow. Where possible, entrances and other areas that are likely to attract heavy footfall (e.g. queuing/serving/viewing/delivery areas) should be hard standing or be protected.

10. Will any of the following services be required? Water Electricity Drainage

11. When will installation/dismantling take place?

Installation dates	to	Installation dates	to
Installation dates	to	Installation dates	to

12. What access arrangements will be needed for installation/dismantling?

13. Name and address of marquee supplier/installers (must be University-approved: Fewes or Crest)

14. Please attach copies of the supplier's public liability insurance and professional indemnity certificates.

15. What security arrangements have been made? Between what times will University security cover be needed (if applicable)?

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16. Will valuables be left overnight? Yes No
17. What sound systems, if any, will be used?
18. What arrangements are in place for litter collection?
19. Please attach a detailed plan of the layout of the marquee/tent(s), (including number and location of fire exits, type and position of heating, food warming/cooking devices, emergency lighting).
20. Will flowers/plants be used? Yes No
- If yes, are they artificial? Yes No
- If yes, have they been treated with fire-retardant material? Yes No
- If no, please provide a certificate from the supplier confirming they are non-flammable.
21. Detail the means of raising fire alarm, fire action plan and the method for contacting the Fire Service.
22. Detail what firefighting equipment will be provided and where it will be sited. This is a legal requirement. Advice on what equipment is suitable can be obtained by contacting University of Birmingham Safety Services on 0121 414 5251 or healthandsafety@contacts.bham.ac.uk
- Will trained personnel be available to use it? Yes No
23. Have risk assessments been carried out for any heating/cooking processes? Yes No N/A
24. Is indirect heating from secured heating equipment used where practical? Yes No N/A

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25. Does the event require any licences e.g. alcohol and/or entertainments? Yes No

Please note: it is the responsibility of the event organiser to make arrangements for obtaining relevant licences prior to the event.

26. Would any other displays be included? e.g. fireworks, fairground rides? Yes No N/A

If yes, give details and provide risk assessments, method statements, indemnity insurance certificates and health and safety certificates if applicable. Please refer to the Outdoor Events form for specific requirements.

27. Please add any other relevant information or details.

Checklist

Documents to attach with this form:

Detailed plan (see section 19)

Suppliers' insurance and indemnity certificates (see section 14)

If applicable:

Marquees map showing locations (see section 1)

Also to be completed:

Outdoor event form

To download, visit <https://intranet.birmingham.ac.uk/campus-services/Conferences-and-events/Organising-events.aspx>