Marquee(s)/Tent(s) on University Premises

Please complete the following form and return to the University of Birmingham, Conference & Events Office. enquires@venuebirmingham.com

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<th>Name of Event</th>
<th>Date of Event</th>
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<th>Contact Name</th>
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<th>Contact Telephone Number(s)</th>
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1. Please attach a Plan showing the proposed location of the marquee(s) and other structures in relation to University buildings.

2. When is the function to be held? Date from _______________ To _______________

3. Description of what the event will consist of, e.g. how many marquees? What is the marquee/tent to be used for? Will any other structures be required?

4. Give details of the size of the marquee/tent

5. How many staff and visitors are expected on a daily basis? Visitors _______ Staff _______

6. Has the area for the proposed siting been surveyed to ensure securing devices do not penetrate electrical cables/service pipes etc? Please contact Estates if advice is required. YES/NO*

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

8. Discuss with Representative from Grounds and Gardens how to reduce impact on grounds as 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 (eg queuing/serving/viewing/delivery areas) should be hard standing or be protected.

9. Will any of the following services be required? Please tick if required
   - Water
   - Electricity
   - Drainage

10. When will installation/dismantling take place?
    Installation dates __________ to __________ Installation times __________ to __________
    Dismantle dates __________ to __________ Dismantle times __________ to __________

11. What access arrangements will be needed for installation/dismantle?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
12. Name and address of Marquee Supplier/Installers (Must be a University approved supplier) __________________________________________________________

13. Please attach copies of the supplier’s public liability insurance and professional indemnity certificates

14. What security arrangements have been made? What times will University Security cover be needed from and to (if applicable).

__________________________________________________________________________________________________________________________________

15. Will any valuables be left overnight? YES/NO*

16. What sound systems if any will be used ____________________________________________

17. What arrangements are in place for litter collection ____________________________________________

18. Please provide a detailed plan of the layout of the marquee/tent (including number and location of fire exits, type and position of heating, food warming/cooking devices, emergency lighting)

19. 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*

20. Detail the means of raising fire alarm, fire action plan and the method for contacting the Fire Service.

__________________________________________________________________________________________________________________________________

21. Detail what fire fighting 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 Safety Services. healthandsafety@contacts.bham.ac.uk

__________________________________________________________________________________________________________________________________

Will trained personnel be available to use it? YES/NO*

22. Does the event require any licenses¹ e.g. alcohol and/or entertainment YES/NO*

23. Would any other displays be included? e.g. fireworks, fairground rides? YES/NO*
If yes, give details and provide risk assessments, method statements, indemnity insurance certificates and health & safety certificates if applicable.

24. Any other relevant information/details you wish to add

__________________________________________________________________________________________________________________________________
It is the responsibility of the event organiser to make arrangements for obtaining relevant licenses prior to the event.