A minimum of 28 days notice is required. In exceptional circumstances approval may be given without the required notice period.

If an external speaker is attending please complete and return the Freedom of Speech speaker request form which can be found on this link: https://intranet.birmingham.ac.uk/has/Freedom-of-Speech/index.aspx

Any student society, group or individual wishing to hold an outdoor or a major event on University premises must complete this form. The granting of approval rests with the Director of Hospitality and Accommodation Services (or his authorised Deputy).

This form should also be completed if you are seeking approval for any of the following:

Temporary structures (marquees, gazebos and stages) – complete all sections & complete marquee form

Displays i.e. banners/posters/vehicles/exhibitions – complete all sections

Firework displays – complete all sections

Leaflet distribution – complete section 1,2,3,13

Market Research/Surveys – complete section 1,2,3,4,12,13

Cake Sales & Stalls – complete section 1,2,3,6,11,13 & complete catering request form

Inflatables (guidelines available on request) – complete section 1,2,3,4,7,10,11,12

Entertainment – complete all sections

Ring Road Closure (sporting events) – complete 1,2,3,6,8,10,12,13

Major events which include live entertainment and for which tickets are sold in advance and/or an event requiring a bar licence extension* - complete all sections

Charitable Collections – complete section 1,2,3,6,8,12,13,14

PLEASE ENSURE THAT THE FORM IS SIGNED AND DATED
On receipt of the completed form the decision will be sent in writing within 5 working days so please ensure that a contact email address is provided.
Application

1. Name of student society/group/individual/company:

..................................................................................................................................................................................

Name of organiser/person responsible: ............................................................................................................................

..................................................................................................................................................................................

Address: ............................................................................................................................................................................

..................................................................................................................................................................................

Telephone No: ................................................................. Mobile No: ..................................................................................

Email address: .....................................................................................................................................................................

Invoice address if different from above, to include if appropriate company VAT registration number (for any service costs that may need to be applied)

2. Location of event:

..................................................................................................................................................................................

Date of event: .................................................................................................................................................................

..................................................................................................................................................................................

Bar opening hours: ............................................................. Drinks promotion: YES/NO

Bar licence extension required: YES/NO if yes until (time) .............................................................................................

Start/finish times: ..............................................................................................................................................................

Set up times (if applicable): ..............................................................................................................................................

Dismantle/clearing up (if applicable): .............................................................................................................................

3. Nature of event:

..................................................................................................................................................................................

Please give a brief description of the event along with a programme/timetable: .................................................................

..................................................................................................................................................................................

Is an external speaker attending: YES/NO  If yes please see note on 1st page of form

Number of people anticipated to attend: ...........................................................................................................................

Entertainment (indoors/outdoors) .....................................................................................................................................

Speciality entertainment: ..................................................................................................................................................

Artistes technical requirements: ........................................................................................................................................

Details of publicity of event: ................................................................................................................................................
Application

4. Equipment/structures:

What equipment and/or structures will be used? .................................................................

a. Temporary structures to include marquees, ad frames, trailers (please complete separate marquee application form)

b. Fairground rides, if yes please give details. .................................................................

c. Inflatables (Health and Safety Guidelines available). .................................................................

d. Electrical equipment, if yes please give details. .................................................................

e. Furniture, if yes please give details. .................................................................

5. Firework displays, please give details (public liability insurance, method statement, risk assessment and site plan are mandatory for firework displays)

Please note Public Liability Insurance from external providers is required. Organisers are responsible for safety and should produce a certificate under the Electricity at Work Act 1989 that equipment has been tested. Electrical equipment should be suitable for outdoor use and the purpose for which it is used.

6. Food and Drink – please list requirements and supplier:

Please note all food and drink to be provided by University Catering or their nominated supplier.

Please be advised that any food products brought onto campus must receive approval from the University Catering nominated person and a catering request form is to be completed.

If you are proposing to make cakes etc please provide a complete ingredient list, please note we cannot allow the use of egg products in any food items.
Application

7. Services
a. Water, if yes please give details. ..........................................................

b. Electricity, if yes please give details. ..........................................................

8. Security/Stewards
Please detail arrangements in place for security/stewarding: ..........................................................

If money is to be collected what security arrangements are in place: ..........................................................

9. Noise
Do you plan to have live music, if yes please give details ..........................................................

For outdoor live music the organiser must inform the local authorities and residents.

10. Health and Safety
a. What first aid facilities are to be provided? ..........................................................

b. What arrangements are being made for the provision of toilets? ..........................................................

c. What contingency plans do you have in case of bad weather? ..........................................................

d. What arrangements have been made for the safety of spectators? ..........................................................

d. What arrangements have been made for dealing with an emergency or disaster? ..........................................................

A detailed risk assessment and method statement is required for all events.
11. Vehicle access

How many delivery vehicles require access? .................................................................................................................................

.................................................................................................................................................................................................

How high is the vehicle? ........................................................................................................................................................................

.................................................................................................................................................................................................

What time is access required from and to? ........................................................................................................................................

.................................................................................................................................................................................................

We will confirm vehicular access with the venue at confirmation stage.

12. Other relevant information you wish to add:

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13. Clearing up – clearing of litter and removal of any equipment must be completed within 12 hours of the end of the event. Please give details of how this will be undertaken:

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..........................................................................................................................................................................................................................

a. What arrangements have been made for ground protection? .............................................................................................................

..........................................................................................................................................................................................................................

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14. Charitable collections on campus: (see policy governing charitable events on University property, copy can be obtained on request) * Note only two collectors per bucket, only closed buckets allowed

Charity being for collected for: ........................................................................................................................................................................

Charity Number: .....................................................................................................................................................................................

Date of collection: ....................................................................................................................................................................................

Location(s) of collection: ...........................................................................................................................................................................

Number of collectors (if applicable): .......................................................................................................................................................

Publicity material attached: YES/NO
Terms and Conditions

No loud music or amplified sound during the working day. Loudhailers are prohibited.

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

No signs, displays or posters may be fixed to the fabric of the premises without the express agreement of the Director of Hospitality and Accommodation Services (or his authorised Deputy). If agreement is provided such signs, displays or posters should be fixed to those locations designated by us and taken down immediately after the event.

You will ensure that the grounds are left tidy and all litter is collected and disposed of appropriately. A charge will be levied for any additional work incurred by University Staff in cleaning up after an event.

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

Signed ..............................................................................................................................................................
Print Name ...........................................................................................................................................................
Countersigned by Site Manager (Hall Accommodation/Social Centres/Guild of Students) (INTERNAL BOOKINGS ONLY)
................................................................................................................................................................................................
Society/Group/Organisation ....................................................................................................................................
Date ........................................................................................................................................................................

Please return this form fully completed to:

University of Birmingham | Conferences & events
1st Floor University Centre
Edgbaston
Birmingham
B15 2TT

Telephone No. 0121-415-8400
Email: vcza-c-outdoorevent@adf.bham.ac.uk
Application

Check list – have you included if required the following:

- Public Liability Insurance
- Event Insurance
- Risk Assessment
- Method Statement
- Site Plan
- Health and Safety Certificates
- Suppliers Details
- Marquee Form
- Catering Request Form
- Freedom of Speech Form

Failure to provide the relevant documents for your event will delay the application process.

For office use only:

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<tr>
<th>EMAIL COPY TO:</th>
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