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

Please complete the following form and return to the University of Birmingham | Conferences & events. Email: conferencesandevents@contacts.bham.ac.uk

Name of Event_________________________________ Date of Event__________________
Contact Name_________________________________ Email (if available)______________
Contact Telephone Number(s)___________________ Mobile________________________
Postal Address__________________________________________________________________

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_____________________________________

____________________________________________________________________________


6. How many staff and visitors are expected on a daily basis? Date from__________To________

____________________________________________________________________________

7. Has the area for the proposed siting been surveyed to ensure securing devices do not penetrate electrical cables/service pipes etc.? YES □ NO □

Please contact University of Birmingham Estates maintenance team on their general enquiries line if advice is required: 0121 414 7283.

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

____________________________________________________________________________
9. Discuss with Representative from University of Birmingham Grounds and Gardens on 0121 414 0478 on 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 (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 _______

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

13. Name and address of marquee supplier/installers (must be a University approved supplier)  

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

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

16. Will any 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 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)

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 ☐
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 ☐

25. Does the event require any licenses¹ e.g. alcohol and/or entertainment? YES ☐ NO ☐

26. 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.

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

* Please delete as appropriate
For office use only – sent and confirmed by

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<tr>
<th>Insurance</th>
<th>Grounds &amp; Gardens</th>
<th>Security Fax</th>
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<td>Maintenance</td>
<td>Safety Services</td>
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¹ It is the responsibility of the event organiser to make arrangements for obtaining relevant licenses prior to the event.