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

5. How many staff and visitors are expected on a daily basis? Date from ......................... To ............................................................................................................................... 

6. 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 Estates if advice is required.

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 (e.g. queuing/serving/viewing/delivery areas) should be hard standing or be protected.

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

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

* Please delete as appropriate

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<tr>
<th>Insurance</th>
<th>Grounds &amp; Gardens</th>
<th>Security Fax</th>
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<tr>
<td>Fire Safety</td>
<td>Maintenance</td>
<td>Health &amp; Safety Unit</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.