

Events Approval Form

To be completed at least 14 days prior to date of event and returned to Reception or emailed to: BroadgateEnquiries@upp-ltd.com.

Please ensure that all required information is supplied.

Name of Event:	Type of Event:	
Date of Event:	Start Time:	Finish Time:
Locations Involved: <i>Plan of event must be attached showing where additional equipment, games, disco etc. will be located.</i>	Ticket only: YES / NO	
	Numbers expected:	
Additional Bar(s): Yes / No If yes provide details:	Bar opening time: --	
	Bar closing time: --	
	Bar Extension: Yes / No	
Catering Provided: Yes / No If yes provide details:		
Details of Entertainment, e.g. disco, games, entertainers		
Details of Special Effects, e.g. decorations, smoke machines:		
Details of Security required for the event:		
Details of Additional Fire Fighting Equipment required:		
Details of First Aid provision:		
Details of any other items that could affect the safety and welfare of those attending:		
Name of Event Organiser:		
Contact Details of Event Organiser: (location, mobile number, UoN email address):		
<i>The protocol for permission to hold events must be on the basis that this form is received no less than 14 days in advance and that all parties below are in agreement that the event can proceed.</i>		
Signed (WARDEN):	Date:	
Signed (UPP):	Date:	

Additional Information: Approval for events in the Broadgate Park Common Room, Bar or Cafe

General information

Communal areas on Broadgate Park are available for booking in order to provide a variety of social events at Broadgate Park. It is available to any group, society or individual within the University subject to approval by the Warden **and** UPP Business Manager.

Anyone wishing to book an area must complete the attached form and submit it to the Reception or email at least 14 days in advance of the event along with any other relevant information e.g. risk assessments, site plan etc.

Booking the Bar and/or Common Room

Please fill in all parts of the attached form and indicate from what time access to the bar and/or function room is required.

This will be considered for approval based on safety, practicality and the upkeep of the building. In some cases consideration will be given for a series of similar events.

Responsibilities of the Event Organiser

It is the responsibility of the event organiser to ensure that:

- The event is ticketed in order to monitor numbers
- The limit on numbers due to fire and licence regulations are observed; 250 maximum bar/common room, 80 Cafe.
- Adequate security is provided in keeping with the usual regulations for events in Halls ie. 1 security person for each 100 people present.
- Risk assessments are sought as appropriate and copies provided with this form
- The windows are kept shut to prevent excessive noise levels outside.
- The area is cleared of rubbish and left in a reasonable state for cleaning.
- No bottles or glasses are removed from the function room/bar area.
- Those attending the event remain within the areas set out for the event.
- The event finishes promptly at the approved time.
- People leave the building within a reasonable time and do not make excessive noise in the surrounding area as they do so.

Cleaning and Damages

- **The Event Organiser is responsible for charges incurred for damages and/or extra cleaning.**

I, the event organiser, have read and understood my obligations as set out above.

Signed (Organiser):

Date: