## Outdoor Application Form

<table>
<thead>
<tr>
<th>Name of organiser</th>
<th>ID number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Mobile</td>
</tr>
<tr>
<td>Telephone</td>
<td>Email</td>
</tr>
<tr>
<td>Name of organisation/club/society/department</td>
<td></td>
</tr>
</tbody>
</table>

## Event Details

<table>
<thead>
<tr>
<th>Date of event</th>
<th>Location/venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event start time</td>
<td>Event finish time</td>
</tr>
<tr>
<td>Preparation/Set up time</td>
<td>Cleaning times</td>
</tr>
<tr>
<td>Area of the event; including any structures and space used in connection with the event (m²)</td>
<td></td>
</tr>
</tbody>
</table>

## Nature of event (please give a brief description of the proposed event & activities)
...
...
...
...
...

<table>
<thead>
<tr>
<th>Number of attendees expected</th>
<th>Number of spectators expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is eligible to attend?</td>
<td></td>
</tr>
<tr>
<td>Is admission by ticket only?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Assessment(s) attached?</th>
<th>Yes</th>
<th>No*</th>
</tr>
</thead>
<tbody>
<tr>
<td>*If no please state reason why</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will your event require any temporary construction, such as a marquee or tent?</th>
<th>Yes*</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>*If yes, please attach floor plan including position of all furniture &amp; refer to Guidance Note 1 ‘Marquee/Temporary Structure – Fire Safety Office Requirements’</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Outdoor Application Form

BBQ’s, Food & Drink

State what food is being supplied and by whom: ........................................................................................................................................................................

If an external catering company is to be used, please provide proof of its current ‘food hygiene rating’ (see Guidance Notes for further information)

If a barbecue size/type plus supplier/Operator: ........................................................................................................................................................................

Details of supplier of drinks: ........................................................................................................................................................................

If alcohol is supplied, details of license holder: ........................................................................................................................................................................

Details of where alcohol will be served: ........................................................................................................................................................................

During what hours it is proposed to serve alcohol: ........................................................................................................................................................................

Services

If you require source of water, state requirements: ........................................................................................................................................................................

If you require source of electricity state requirements: ........................................................................................................................................................................

If generator to be used details of supplier with size/amps/weight/responsible person operating generator: ........................................................................................................................................................................

Stewarding

What are the stewarding arrangements with details of provider: ........................................................................................................................................................................

Marquee / Temporary Structure

What is the size of the structure: ........................................................................................................................................................................

How will the structure be secured to the ground: ........................................................................................................................................................................

If the method proposed by the marquee supplier involves stakes, or similar items that penetrate the ground, YOU MUST request information from Estates that confirms the presence, or absence of any services that could be affected in the area. Without the approval of Estates the marquee/structure will not be authorised.
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Noise

Do you plan to have live music? Yes* No
Do you plan to have a discotheque? Yes* No

*If yes, name of band/group/DJ etc.................................................................

*If yes to above questions, is the sound system to be amplified? Yes No

*If yes, what form of amplification is to be used?
........................................................................................................................................
........................................................................................................................................

Details of person responsible for sound ........................................................................

Mobile phone number ....................................................................................................

Noise levels must be monitored; a copy of the guidelines of noise levels can be obtained from University House, Health & Safety Department, and must be observed.

Health & Safety

What First Aid facilities are to be provided?
........................................................................................................................................
........................................................................................................................................

What provisions/arrangements have been made for the use of toilets?
........................................................................................................................................
........................................................................................................................................

What arrangements are being made for the protection of spectators?
........................................................................................................................................
........................................................................................................................................

What plans do you have for dealing with a disaster or emergency?
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........................................................................................................................................

Do you require fire extinguishers other than required for a marquee or temporary structure? (Please state type & quantity)
........................................................................................................................................
........................................................................................................................................

The University Fire Safety Officer will advise the minimum number required
Outdoor Application Form

Car Parking

How many cars or other vehicles are likely to be brought onto campus in connection with this event?


Fireworks

Please note that the use of fireworks is not permitted on campus

Statutory Approvals

Please give details of appropriate licenses applied for (e.g. Entertainment, Theatrical, and Sale of Alcohol):


Advice on liquor and entertainment licenses may be obtained from Hospitality Services.

Do you plan to have any event, or aspect of your event which is not covered by this form? If you do please provide details and discuss with the Security Management Team, University House.


Cost Codes

Please list any relevant cost codes:


Clearing up

Removal of apparatus and equipment including any litter must be completed within 6 hours of the end of the event unless agrees with the Security Management Team.
Outdoor Application Form

Requirements

This application must be submitted a minimum of 28 days prior to the date of the event. Only in exceptional circumstances will approval be considered without compliance.

This form must be completed by any individual or group wishing to hold an outdoor event on University premises. It is intended to be a checklist both for organisers and for the University to help ensure good practice with particular regard to safety for all concerned and consideration for other campus users and local residents.

The University reserves the right to impose any conditions that it deems to be appropriate and to require payment of a deposit, refundable on the Registrar’s satisfaction that the conditions have been met.

Approval to hold an event must not be assumed until given in writing by the Security Management Team or the Registrar.

Undertaking

I undertake to obey the rules on location, noise, safety, tidiness and any other conditions imposed by the University, whether in advance or during the event. I also accept financial responsibility for any damage or injury arising from the event and any additional cleaning required by the University.

Signed:.........................................................................................................................

Print Name: ....................................................................................................................

Organisation: ..................................................................................................................

Position: .........................................................................................................................

Date: .............................................................................................................................

Please return this form fully completed to:

Security Services Operations Coordinator Email: Security.Events@warwick.ac.uk
University House
University of Warwick
Kirby Corner Road
Coventry
CV4 8UW
Food safety & Food hygiene

The Food Hygiene Rating Scheme is a national six tier ‘scores on the doors’ scheme which has been adopted in full by Wales & Northern Ireland and by 99% of local authorities in England. The scheme encourages businesses to improve hygiene standards and to reduce the incidence of foodborne illness.

Marquee/Temporary Structure – Fire Safety Office Requirements

- Must be sited at least 6 mtrs from a boundary and any adjacent buildings and should take into account any obstructions / trip hazards presented by securing and associated equipment.

- If marquee/temporary construction is 6metres in length or more must have a minimum of 2 exits remote from each other. Exits should be at least 1.5 mtrs in width. Further detailed means of escape should be discussed with the University’s Fire Safety Officer.

- Notices incorporating graphic symbol (running man) at least 125mm high should be displayed above all exits not in general use

- Door flaps when down should hang loose and be easy to open, they should not trail on the ground in such a way as to present a trip hazard.

- Exits should not be obstructed by guy ropes or other obstacles.

- Combustible materials (e.g. baled hay, straw) must not be introduced into the marquee/temporary structure.

- A minimum of two 9 litre water type extinguishers should be provided and sited adjacent to each fire exit.

- If live electrical equipment (i.e. amplifiers etc.) is in use then a 1.5kg dry powder extinguisher should be provided adjacent to such equipment.

- Should the intended use of the marquee/temporary construction fall outside normal daylight hours a system of secondary lighting should be provided within the structure - in accordance with the standards detailed within BS5266 Part 1.

- The use of portable heating equipment within the marquee/temporary structure should be discussed with the University’s Fire Safety Officer.

- The capacity of the marquee/temporary structure should be limited so as to allow 1 square metre of floor area per person
**Flammability**

- All new marquees/tent fabrics should be certified in accordance with BS78371996
- For existing marquees/tents the following British Standard test methods are acceptable:
- Performance requirements on older marquee/tent Fabric must be to BS5867 Part 2 (1980), type B.
- Where the lining or drape is separate from the outer fabric, BS5867 Part 2 (1980), type B performance requirements must be met.
- Other sheet materials should be Class 1 Surface Spread of Flame in accordance with BS476 Part 7. Materials should be free of flaming molten droplet characteristics and should not readily support combustion.
- A copy of the laboratory test report, identifying compliance of the fabric with the above mentioned British Standards, will be required by the University’s Fire Safety Officer.
- All supporting poles, frames, guys, stakes, anchors, fastenings etc. should be regularly tested by supplier and maintained in a safe condition.
- The structure should be erected by a competent person and should not readily collapse when exposed to fire.
- Authorisation will only be given on completion of a satisfactory inspection of the marquee/temporary structure by the University Fire Safety Officer.

**Electrical Equipment: (e.g. discotheque, lighting)**

- Organiser is responsible for safety and should produce a certificate under the Electricity at Work Act 1989, that plant has been tested. Portable plant should be tested every 3 months. Electrical equipment should be suitable for outdoor use and the purpose for which it is to be used.