

EVENTS KEY CONTACTS

Organizing an event at Loughborough University? Not sure who you need to speak to about safety arrangements? Want to know where to go for help and advice? Do you need approval for your event and where do you go to get it?

It does not matter if your event is small and uncomplicated or a major event attracting thousands of people, here's a list of key contacts and sources of help and advice at Loughborough University that you may find useful.

- **University Health and Safety Service;** 222181 or email hse@lboro.ac.uk. (*General health and safety enquiries – risk assessment - anything unusual which might have a health and safety element, have legal implications or is in any way different to normal events – this might include (but is not limited to), funfairs, bungee jumping, barbecues, events involving animals and any events involving children*).
- **University Health & Safety Service website;** www.lboro.ac.uk/admin/hse; (Go to: “Specialist Safety Topics” and then click: “Events”, for general event safety advice and guidance webpages).
- **University Community Relations Officer;** Tel; 228696. (*Approval for outdoor events wanting to use certain open spaces such as Shirley Pearce Square – use of PA systems and amplified music*).
- **General Unmanned Aircraft Systems (Drones) enquiries;** Hugh Weaver, Deputy H&S Manager; Tel; 222183 - email; h.c.weaver@lboro.ac.uk.
- **University Events Team;** Tel; 222252 / 222393 or email; events@lboro.ac.uk (*Permission to use, and take bookings for, certain open spaces including Shirley Pearce Square*).
- **University Security Service Managers;** Tel; 223750 (*Parking (including permits for visitors and contractors– people and traffic movements - emergency and other security issues*)
- **University Fire Safety Officer;** Tel; 222182 (*Fire safety – room capacities – loan of fire- fighting equipment*).
- **University Insurance Officer;** Tel; 228032 / 222026 (*Enquiries around Public and Employers liability insurance matters*)
- **Corporate Service Teaching Support;** Tel; 222199 or email; teachingsupport@lboro.ac.uk. Tel; 222198 (*Room bookings*)
- **Corporate Services - Sustainability;** Tel; 228085 / 228083 (*Travel issues (liaising with Kinch buses to avoid disruption of the campus bus service, & Waste issues*)
- **Facilities Manager Sport & Humanities;** Tel; 223667 (*Specific enquiries around Sports Facilities (liaising with SDC), James France exhibition area, School of Arts (including Martin Hall)*).
- **Facilities Management Helpdesk;** Tel; 222121 or email; fmhelpdesk@lboro.ac.uk. (*General facilities enquiries, electrical connections, repairing defects, caretakers*)

- **Facilities Management Grounds and Gardens**, via FM Helpdesk; Tel; 222121 or email; fmhelp@lboro.ac.uk. (*Guidelines for events to be held on ornamental lawns and all other grass areas – underground services*).
- **Facebook (Closed group -students)**; “Hall Events Health and Safety Management”.
- **Food Safety – Catering contacts**

All Catering general enquiries - Deliveredservice@lboro.ac.uk / 01509 222666

(Alcohol Licensing / Temporary Event Notice (TEN); If you or a contractor are selling alcohol (or your event has music or dancing), you may need a licence. This is decided on a case-by-case basis).

- **Food Standards Agency**; <http://www.food.gov.uk/>. (*For checking food safety ratings for external caterers and for generic food safety advice*)
- **imago sales office**; Tel; 01509 633030 or email; info@welcometoimago.com, (Conference and catering activities, offering outstanding meeting venues and accommodation, food and extensive sport and leisure accommodation and event facilities).
- **Enquiries for Medical Cover**: “Pulseline” (University Sport Medical Contractors). Enquiries to :- darren@pulselineambulance.co.uk & laura@pulselineambulance.co.uk.
- **Loughborough Students Union**; Tel; 01509 635000 (Promotion of your event – Rag office / Community Action office etc).

Inflatable (approved) suppliers;

Shoot4Goal;

Unit 9, Iris Kempshott, Basingstoke, Hampshire RG22 5NS Tel; 01256 336 220 –
Mob; 07771765410 - Email; info@shoot4goal.com Website; <https://www.shoot4goal.com>

Novel Events

Tel; 01536 483854 - email; sales@novel-events.com Website; <http://www.novel-events.com/>

Big Bounce

Tel; 0115 9526678 - Email; support@big-bounce.co.uk
Website; <http://www.big-bounce.co.uk/pages/contact-bouncy-castle-hire>

Bouncy Kings

Tel; 0116 2743196 Mob; 07872349876 email: bookings@bouncykingsofleicester.co.uk

Bounce Time

Mob; 07763666456 Website; www.bouncetime.co.uk/contact.htm

- **National Association of Inflatable Hirers**; <http://www.naih.org.uk/>. (Guidelines on the safe operation of inflatable play equipment e.g. Bouncy Castles).
- **Sports Development Centre Business & Events team**; Tel; 226220 (email; sportsevents@lboro.ac.uk)