

OUTDOOR EVENTS AND ACTIVITIES

Completed forms should be sent to Claire Fletcher (c.e.fletcher@lboro.ac.uk - Events Team, Marketing & Advancement). Please familiarise yourself with the guidance notes below before submitting your form.

Hall of Residence Events: If you are a University student organising an event on behalf of your hall of residence, please remember that you need permission from your Hall Warden to run your event (please note your Warden will be sent a copy of your completed event request form once submitted). Students from The Holt, William Morris and Harry French Halls of Residence also need to obtain permission from your Unite Halls Hall manager.

Loughborough Students' Union Societies and Sections Events: If you are a University student organising an event on behalf of a Loughborough Students' Union section or society please contact them directly.

Guidance Notes

- **Risk Assessments**

When submitting your completed approval form, please also ensure you have attached the event risk assessment. Guidance on how to complete a risk assessment can be found [online](#) and additional support can be sought from the Health and Safety Team (hse@lboro.ac.uk / 01509 222181).

- **External Caterers Policy**

The University does not permit external caterers on site whereby there is a charge to customers. Where food is to be provided free of charge permission to use external caterers still needs to be sought from the University's inhouse Catering Team before any booking should be finalised. Please contact Delivered Service (Deliveredservice@lboro.ac.uk) / 01509 222666 providing full details and copies of the caterer's documentation.

- **Alcohol**

The sale of alcohol at events on site is **STRICTLY prohibited** unless it has been booked through the University's Catering Team and is sold and distributed at the event by them. Please contact Delivered Service (Deliveredservice@lboro.ac.uk) / 01509 222666 for details. If you are intending to allow guests attending your event to provide their own alcohol this must be declared below. Please note guests are not permitted to bring glass to events and the events organisers are responsible for clearing up any mess and debris at the end of the event and disposing of it in the appropriate facilities.

- **Marquees / Tents / Inflatables**

Wherever possible temporary event structures such as marquees, gazebos, inflatable equipment etc should be secured to the ground using weights. If this is not possible, and structures need to be staked to the ground with peg, a permit to dig must be issued by Facilities Management Health and Safety Co-Ordinator, Michael Commons. (Email; M.J.Commons@lboro.ac.uk or Tel; 01509 222117). Ideally, ground scanning should be carried out by the contractor as part of the contract of hire. **Staking structures into the ground without appropriate notice (more than 5 working days), prior permission and appropriate safety precautions in place is strictly prohibited.** Doing so could result in death or loss of vital university services.

Event organisers should monitor weather conditions before and during the event and are advised that if wind speeds are predicted above 25 mph or gusts above 35mph that such equipment should not be erected or should be taken down.

- **Drones**

Please note that the use of drones and/or similar equipment is strictly controlled. Please contact Hugh Weaver on H.C.Weaver@lboro.ac.uk to ensure you have the correct permissions in place. The University's Drone Policy can be found [online](#).

- **University's Music and PA System Protocol**

Please be aware that specific protocols are in place regarding the use of music and or PA systems during events. Event organisers must ensure this protocol is upheld throughout the course of their event. The full protocol documentation can be found [online](#).

- **Vehicles and road closures**

Security should be notified if an event is expected to generate additional traffic to and from campus. In exceptional circumstances designated car parking areas can be established for events, however in most circumstances' guests should be advised that parking is limited, and they may have to park up and walk to the event depending on what is available.

Road closures are at the discretion of the Security management team and event organisers will have to provide marshals for the duration of the event at the start and end of the closures to assist with emergency vehicle access if required.

Please email Securitymanagers@lboro.ac.uk with details of your activity and to discuss parking and/or road closures.

- **External Notifications of events**

Depending on the nature of your event you may be required to notify residents near to campus that it is taking place. Examples of events that require external notification include large scale events where activity is happening outside of hours where noise could be reasonably expected, concerts & music events etc.

The University's Stakeholder Relations Manager, Alison Barlow, will be able to provide you with further guidance and advice on if you need to provide external notification (A.J.Barlow@lboro.ac.uk - 01509 228696)

- **Event Insurance**

Event organisers must ensure that they have appropriate insurance cover for their event. Please contact the University's Insurance Office by telephone on 01509 222026 or via email at insurance.support@lboro.ac.uk.

- **Waste and Recycling**

Event organisers are responsible for ensuring any waste produced by their event is cleared away and disposed of appropriately and that, wherever possible, recycling facilities are used. Extra bins and advice on sustainability matters please contact Nik Hunt on 01509 228083 or N.O.Hunt@lboro.ac.uk.

- **Campus Facilities**

Services such as outdoor electricity, table/chair deliveries etc can all be provided by our Facilities Management Team. Requests can be made via email to fmhelp@lboro.ac.uk or via telephone on 01509 222121. **Please give the FM team as much notice as possible when booking in their services.**

OUTDOOR EVENTS AND ACTIVITIES APPROVAL FORM

Event Organiser(s) Details

Name(s):	
Department/Hall:	
Staff/Student ID Number:	
Job title / Committee position:	
Telephone:	
Email:	

Name of person ultimately responsible for event (if different from above):	
Position:	
Telephone:	
Email:	

Events Details

Event Name:	
Description of Event:	
Campus location:	
Date of Event:	
Event Timings:	
Number of persons attending (approx):	0-100 101-250 251-500 501-1000 1000+

Is the event (tick all that apply)	
Student only	
Students and the public	
Public only	
University staff/visitors	
Alumni	
Prospective students	

Food and Alcohol

Alcohol	
Will alcohol be present at the event?	Y/N

If yes, please provide details:	
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Catering	
Will catering be provided at the event?	Y/N
If yes, please provide details;	

Music/PA/Sound

What voice PA and music will the event involve (tick all that apply)	
Live entertainment	
Live band/s	
Recorded music	
PA announcements	
Fair rides including broadcast music	
Other likely sources of noise (e.g. fireworks)	

P.A and broadcast music protocol:	
Please confirm the event organiser is aware of the University protocol on voice P.A and broadcast music and the event is being organised in accordance with this guidance	

Marquees / Tents / Inflatables

Are any marquees, tents or other covered areas being erected?	Y/N
If yes, please provide details;	
Confirmation that Facilities Management have been consulted on any structures/equipment that requires staking into the ground and that organisers have arranged for the appropriate surveying to be undertaken prior to the event	Y/N

Drones

Are you intending to use drones or similar equipment during the event?	Y/N
If yes, please provide details;	
Confirmation that Health and Safety have been consulted and provided the relevant permissions to fly	Y/N

Waste and Recycling

Will the event produce any additional waste over and above what can be managed by the bins already provided on site?	Y/N
If yes, please provide details;	

Are the event organisers aware of the need to operate activities sustainably and limit the event impact on the environment by recycling and disposing of waste appropriately?	Y/N
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Are the event organisers aware that material should not be disposed of down drains and have made alternative arrangements to dispose of material appropriately	Y/N
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Vehicle access and car parking

Does this event require a road closure	Y/N
If yes, please provide details;	

Will the event involve vehicular access to Campus for set up or the event itself?	Y/N
If yes, please provide details;	

Event Approvals

To be completed by University staff responsible for approving outdoor events to take place.

Please note that where approval has been given subject to conditions it is the event organisers responsibility to ensure they are upheld throughout the duration of the event.

	Date	Conditions
Hall Warden (if applicable):		
Events Team:		
Security:		
Community Relations:		
Chief Operating Officer:		