

Event Questionnaire

Please note all sections of this questionnaire are required to be fully completed by anyone (School or Department) wishing to hold an event on campus.

<p>Date and time of event when the event is proposed to take place.</p> <p>Please indicate start and finish times where appropriate</p>	
<p>Campus and location (i.e.) room number or area</p>	
<p>Name and type of event:</p>	
<p>School or Department making the request:</p>	
<p>Reasons for the request:</p>	
<p>Contact name, e-mail address and extension number of person making the application:</p>	
<p>Name and extension number of person who will be the designated duty manager for the event:</p>	
<p>Maximum number of people attending the event:</p>	
<p>Are any of the following activities planned:</p> <ul style="list-style-type: none"> • the performance of a play • an exhibition of a film • an indoor sporting event • boxing or wrestling entertainment • a performance of live music • any playing of recorded music • a performance of dance • entertainment of a similar description • live/recorded music or dance 	<p>Answer yes or no to each.</p>

<p>Do you intend to invite members of the public?</p> <p>If yes, please state how this will be done e.g. by external advertising.</p>	
<p>Do you intend to sell tickets or charge an entrance fee with a view to making a profit?</p>	
<p>Do you wish to sell alcohol or provide late night refreshment (hot food/ drink after 11pm) at the event?</p>	
<p>Have you undertaken risk assessments in respect of?</p> <ul style="list-style-type: none"> a. Fire and evacuation procedures b. Evacuation of people with mobility impairment c. Provision of Fire Marshals d. First Aid Provision e. Car parking arrangements f. Noise levels g. Security arrangements <p>Please attach copies of your risk assessments.</p>	
<p>Would the nature of the event warrant completion of a Freedom of Speech form?</p> <p>Please attach copy of any completed FoS form</p> <p>Information on freedom of speech can be found on the University web page under Policies and regulations.</p>	<p>Please give brief details.</p>

Completed for and on behalf of
(School or Department).....

By.....

Date.....

Please send this completed form **28 days prior to the event taking place** to the appropriate Designated Person as listed below:

City Campus

For MA Chancellors Hall – Deputy Catering Operations Manager
For MC Courtyard Kitchen and Glass House – Catering Manager City
For the Sports Hall – IOS Sports Manager - City
For SAD – School Office – School of Art & Design MK Building

For all other areas on the Campus – Estates & Facilities Risk & Safety Compliance Manager–
MX Building

Walsall Campus

For the Boulevard Kitchen – Catering Manager Walsall
For the Sports Hall and outdoor sports facilities – IOS Sports Manager - Walsall
For The Performance Hub – Performance Hub Promoter Faculty of Arts

For all other areas on the Campus – Campus Operations Manager

Telford Campus

For the Common Room and Priorslee Hall – Catering Manager Telford

For all other areas on the Campus – Campus Operations Coordinator

Science Park

For the Lockside Cafe, exhibition area and theatre – Catering Manager Science Park

For all other areas on the site – Site Operations Manager

For office use only

Event approved/not approved (delete which does not apply)

by.....

For the following reasons:

Date.....