This form must be submitted to [hsservicedesk@port.ac.uk](mailto:hsservicedesk@port.ac.uk) at least 4 weeks prior to the event.

It is the responsibility of event organisers to make contact directly with relevant points of contact for event support.

For event planning advice, contact [events@port.ac.uk](mailto:events@port.ac.uk). Advice should be sought at least 6 weeks prior to any event to allow enough time for effective planning.

**Please read the Event Management Guidance for further information.**

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| 1. | **EVENT DETAILS** | **PLEASE COMPLETE** |
| 1.1 | Title of Event |  |
| 1.2 | Event organiser (including email address) |  |
| 1.3 | Description of the event |  |
| 1.4 | Date and time |  |
| 1.5 | Location of event  (Booking enquiries to [uoproombookings@port.ac.uk](mailto:uoproombookings@port.ac.uk)) |  |
| 1.6 | Details of people attending (i.e. staff, students). Please state if attendees include children (under 18) or potential adults at risk. |  |
| 1.7 | The maximum number of simultaneous attendees: |  |
| 1.8 | Set-up time |  |
| 1.9 | Clearing-up time |  |
| 1.10 | If the event has any controversial ethical, moral or political content or implication, e.g. external speakers, review the External Speakers Policy or seek advice from: [corporate-governance@port.ac.uk](mailto:corporate-governance@port.ac.uk). |  |

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| 2 | **PLANNING FOR THE EVENT** | **YES/NO** | **DETAILS** |
| 2.1 | **Please provide a detailed plan of the event layout.**  Including all entry/exit points, furniture (including chairs), vehicle movement plans and temporary structures. |  |  |
| 2.2 | **Are external suppliers being used?**  (they need at least £5m Public Liability Insurance (£10m for high risk activities) and suitable risk assessments) |  |  |
| 2.3 | **Will there be a marquee, inflatable or other large temporary structure?**  Concrete or water weights only (no ground spikes). Supplier must have at least £10m Public Liability Insurance. |  |  |
| 2.4 | **Has adequate space been allocated for parking?** For reservations and information: [parking.reservations@port.ac.uk](mailto:parking.reservations@port.ac.uk) |  |  |
| 2.5 | **Will additional lighting and/or power be required?**  Email: [estates.helpdesk@port.ac.uk](mailto:estates.helpdesk@port.ac.uk) |  |  |
| 2.6 | **Is additional caretaker support required (before, during or after the event)? *Additional charges may apply***  Email: [estates.helpdesk@port.ac.uk](mailto:estates.helpdesk@port.ac.uk) |  |  |
| 2.7 | **Is there adequate waste management provision?** If additional waste handling will be required, email: [estates.helpdesk@port.ac.uk](mailto:estates.helpdesk@port.ac.uk) |  |  |
| 2.8 | **Is a contingency plan for bad weather required?**  Add details if required |  |  |
| 2.9 | **Are there any specific reasonable adjustments or access requirements that need to be considered?** See[University Equality and Diversity web pages](https://staff.port.ac.uk/departments/services/equalityanddiversity/) |  |  |
| 2.10 | **Under 18’s – What Safeguarding arrangements are in place (if required)?**  **See** [UoP Safeguarding Policy](https://policies.docstore.port.ac.uk/policy-020.pdf) |  |  |
| 2.11 | **Are there sufficient toilet and washing facilities for number of people?**  If required, contact: [estates.helpdesk@port.ac.uk](mailto:estates.helpdesk@port.ac.uk) |  |  |
| 2.12 | **Have you made sufficient security arrangements? e.g. cash handling, opening and locking of building or site, control of entry / behaviour?** Contact: [campus.security@port.ac.uk](mailto:campus.security@port.ac.uk) for advice. (Additional security may need to be hired) |  |  |
| 2.13 | **How will entry to the event be controlled?** i.e. ticket purchase, University ID cards, etc. |  |  |
| 2.14 | **Are there suitable and sufficient communication systems during the event?** i.e. PA system, radios (if applicable) |  |  |

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| 3 | **CATERING, ALCOHOL & ENTERTAINMENT LICENSING**  Contact: [catering.events@port.ac.uk](mailto:catering.events@port.ac.uk) or [reservations@port.ac.uk](mailto:reservations@port.ac.uk) | **YES/NO** | **DETAILS** |
| 3.1 | **Will food and / or refreshments be served at the event?** |  |  |
| 3.2 | **Will alcohol be served at the event?**  Specific licensing consent must be obtained from the licensee |  |  |
| 3.3 | **Will an entertainment license be required?**  May be required for certain music, film, boxing, wrestling or MMA events |  |  |

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| 4 | **HEALTH AND SAFETY ISSUES**  Contact: [hsservicedesk@port.ac.uk](mailto:hsservicedesk@port.ac.uk) for advice | **YES/NO** | **DETAILS** |
| 4.1 | **Provide an event specific risk assessment?**  Send a copy to [hsservicedesk@port.ac.uk](mailto:hsservicedesk@port.ac.uk) |  |  |
| 4.2 | **Do you have suitable and sufficient first aid cover & emergency procedures in place?** |  |  |
| 4.3 | **Are additional fire safety precautions required (in addition to normal procedures)?**  Temporary fire risk assessment may be required |  |  |
| 4.4 | **Will the event produce high levels of noise? e.g. disco** |  |  |
| 4.5 | **Will the event include fireworks, pyrotechnics, smoke generators, dry ice, strobe lighting orlasers?**  The Health Safety and Compliance Team must be contacted at the planning stage. |  |  |