

Facilities Management
Facilities Management – Client Environment
Facilities Management – Client Services (Ops)
Facilities Management – Client Services (Mgt Serv.)
Facilities Management - Sales & Marketing
Policy and Procedure
Application to Hold an Outdoor Event on College Premises.

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Creation Date: 12/10/2009
Approved Date: 28/10/2009
Version: 1.00
Document sensitivity: Low
FM Document Ref: FM056

Document Control

Revision History

Version	Date	Section No.	Change	Author
0.1	17/07/08		Initial draft	H.White & P.Newman
0.2	12/10/09		Second draft	J.Main

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Index

1	Policy and procedure	4
1.1	Overview.....	4
1.2	Definitions.....	5
1.2.1	One-off events	5
1.2.2	Reoccurring events	5
1.3	Processing.....	5
1.3.1	Principal Event Organiser	5
1.3.2	Facilities Management	5
2	Implementation Checklist.....	7
2.1	Review Period	7
2.2	Other divisions or teams within FM.....	7
2.3	Customers	7
2.4	Other College stakeholders	7
2.5	Trade unions.....	7
2.6	Impact assessment.....	7
2.7	Risk assessment	7
2.8	Other legislation.....	7
2.9	Sustainability	7
2.10	Best practice.....	8
2.11	Document sensitivity.....	8
3	Appendix 1 – Application form	9
4	Appendix 2 – Map of outside space for event usage	15
4.1	Equality Impact Assessment (EQIA): Initial Screening Form	16

1 Policy and procedure

1.1 Overview

Royal Holloway, University of London has outside areas on its property that are available for use for controlled events. These locations are the spaces external to the buildings on the Main Campus at Egham and at the College's satellite locations in Kingswood, Huntersdale and Bedford Square/Gower Street.

This policy and procedure explains how you request and obtain approval from Facilities Management (FM) for the use of outside space for events.

Completion of the application form ([Appendix 1](#)) ensures the event organiser is providing the information required by Facilities Management, who will then determine if and how an outdoor event can take place on College property.

A minimum of 28 days notice of an event is required. In exceptional circumstances and dependant on the event, approval may be given without the required noticed period.

Any member of the College wishing to hold an outdoor event on College property must be familiar with this Policy and Procedure and complete the application form.

This form should also be completed if you are seeking approval for any of the following:-

- Temporary structures
- Displays i.e. banners/posters/vehicles/exhibitions
- Firework displays
- Stalls
- Inflatables
- Entertainment
- Campus Road closure
- Car Park closure

On receipt of the completed form provisional approval (or not) will be sent in writing within 5 working days.

Any outstanding items e.g. risk assessments and method statements (such as the use of forklifts for the erection of temporary structures) will need to be completed by the event organiser within 5 working days of receiving provisional approval for the booking to be confirmed.

It is the responsibility of the Principal Event Organiser to be realistic of lead-in times required for the event, if case of uncertainty it is recommended that the organiser seeks advice from the Chair of the Quad Events Working Group before completing the application form.

During the event Facilities Management will have final authorisation and enforcement responsibility, failure to adhere to their requirements may result in disciplinary action and/or cancellation of the event.

By completing the application form, the Principal Event Organiser agrees that they will not carry out any activity on the College's property or use the facilities in such a way as to cause any inconvenience or annoyance to the College or users of our premises/land or is in contradiction to any statutory requirements in force at that time.

1.2 Definitions

Outside spaces available for events usage are detailed in [Appendix 2](#).

1.2.1 One-off events

Events that are intended to take place only once will be considered on a case-by-case basis following completion of the application form, with reference to any precedents that may have been set.

1.2.2 Reoccurring events

Existing events, or those that are intended to feature on a reoccurring basis in the College's calendar, will require initial approval following completion of the application form and re-approval thereafter if there are any changes to requirements, either from the College or the event organiser.

1.3 Processing

1.3.1 Principal Event Organiser

The Principal Event Organiser must complete the application form in [Appendix 1](#) and event location map in [Appendix 2](#) and submit to the Chair of the Events Working Group for approval from Facilities Management.

1.3.2 Facilities Management

Facilities Management will coordinate responses from its various providers of facilities and services. FM may need to ask you for additional information at this stage to process your application. The types of questions Facilities Management staff will be considering are outlined below;

Member of Staff	What can be checked?	Checked?
Sales & Marketing	Are there any conflicts with pre-booked conferences or events?	
Head of Projects	Are there any issues with the location for access, suitability or for building works?	

Maintenance & Services Manager	Does the gardening team need to carry out any work to the location before the event, for example lawn or pitch preparation?	
Maintenance & Services Manager	Will repairs need to be carried out after the event?	
Maintenance & Services Manager	Do any areas need to be avoided, e.g. due to services, experiments, protection to endangered species?	
Environmental Health	Is the event compliant with food and hygiene procedures laid down in the policy and procedure for external catering?	
Head of Accommodation Services	Are there any implications for; customer services, cleaning, signage, portering, post, print and waste disposal? Impact on building users?	
Head of Catering	Can catering or bar services be provided?	
Head of Security	Are you satisfied with security arrangements?	
Sports & Recreation Manager	Are you satisfied with operational arrangements impacting on sports facilities?	

2 Implementation Checklist

2.1 Review Period

The author will review this document every twelve months, with input from reviewers from all four divisions of FM.

2.2 Other divisions or teams within FM

Contributors from all four divisions of FM produced this policy and procedure and it reflects their views. See Contributors in the document control section.

2.3 Customers

This document is for students and staff at Royal Holloway. This policy and procedure will develop customer-focused procedures across the department to ensure the customer is providing sufficient information for the department to meet their needs.

2.4 Other College stakeholders

This policy and procedure has been approved by the FM Directorate and Space Sub Committee.

2.5 Trade unions

There are no issues regarding the implementation of this policy and procedure.

2.6 Impact assessment

A primary impact assessment was completed and attached to the appendix.

2.7 Risk assessment

Principal Event Organisers completing the application form will need to complete risk assessments for relevant aspects of their event and make sure that all legislative and College requirements are met. This should be done in consultation with the College Health & Safety Office.

2.8 Other legislation

No other relevant legislation affects this document.

2.9 Sustainability

All documents will be stored and accessed electronically, wherever possible, to reduce paper usage.

2.10 Best practice

We have written this policy and procedure using plain English guidelines.

2.11 Document sensitivity

This document is low sensitivity, which is suitable for open distribution.

3 Appendix 1 – Application form

Application form: Outdoor Event



Complete form and submit to roomsandcatering@rhul.ac.uk. Phone us on x4394 if you need more information

Please read the entire form before filling it in. Do not delete any part of the application form or it will not be accepted, if part of it does not apply to your event please state that in the space provided. Complete in blue.

1. Name of your event:

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2. Your contact details

Name of Principal Event Organiser (PEO):

Address:

Telephone:

Email:

Mobile Phone:

Tick to show how you would prefer us to contact you

phone

email

Please note that as Principal Event Organiser you will be the only recognised contact for this event with FM.

3. Location and timings of event

Please note that certain areas of the campus have specific conditions to be met if used for events, in particular please see the “Use of Founder’s Quadrangles” Policy.

Please state the desired location(s) for the event and ensure it is clearly marked on Appendix 2:

Event location capacity:

Date of event:

Start/finish times:

Event build times:

Event dismantling/clearing up times:

4. Nature of event

Please give details of the event concept, purpose, desired outcomes e.g. fundraising, furthering reputation, celebration etc:

Please give a brief description of the event, including any programmes/timetables:

Event on behalf of i.e. Department, Society, Hall of Residence:

Intended audience i.e. is attendance restricted to those above, will it be open to the public, will under 18s be present etc:

Number anticipated to attend:

Funding i.e. sponsors, ticket sales, department – if department please provide the cost code:

Entertainment:

Speciality entertainment:

Artistes technical requirements:

Licensing requirements e.g. Performing Rights, Public Entertainment, Liquor:

Event Publicity (including promotional events, if significant these may require their own application):

Press & PR implications:

5. Utilities and infrastructure

Please note Public Liability Insurance from external providers is required. Organisers are responsible for safety and should produce a certificate under the Electricity at Work Act 1989 that equipment has been tested. Electrical equipment should be suitable for outdoor use and the purpose for which it is used.

What equipment and/or structures will be used? please give details and where possible indicate intended location of facilities on Appendix 2;

Temporary structures to include marquees, ad frames, trailers, staging etc please give dimensions and number to be used:

Plant and machinery e.g. fairground rides, forklifts:

Inflatables:

Electrical equipment (will need to be Portable Appliance Tested (P.A.T.)):

Furniture:

Decorations (any draping will need to be made of fire retardant materials):

Power requirements e.g. generators (there will restrictions on where these can located):

Water requirements:

Toilet provision/requirements:

Insurance arrangements for the event and organiser:

6. Food and drink

Please note all food and drink to be provided by College Catering, as detailed in the “Use of External Caterers” Policy.

Please detail your requirements:

7. Traffic, Security and stewards

Please detail arrangements in place for security/stewarding:

Signage:

Contractors/Delivery Parking please give numbers and arrival/departure times:

Guests Parking:

Pedestrian entry/exit:

Evacuation:

Collection/transport of monies:

Access for all:

8. Noise

Please note for outdoor music the organiser must inform the local authority, police, fire brigade, environmental health agency (contact details available from the Head of Security) and residents (in halls and the local community)

Please detail your arrangements:

9. Firework displays

Please note it is College Policy that fireworks will not ordinarily be allowed.

Please detail your intentions:

10. Compliance with legislation or suggested tested regimes.

Please note detailed risk assessments are required for all events.

What risk assessments will be produced?

What first aid facilities will be provided?

What Health & Safety arrangements will be in place? e.g.

- Lifting Operations and Lifting Equipment (including stands, hanging decoration etc)
- Noise at work
- Working at height
- Fire Safety (will require its own risk assessment and designated responsible person)

What contingency plans do you have in case of bad weather?

What arrangements have been made for the safety of spectators, DDA compliance?

What arrangements have been made for dealing with an emergency or disaster that may require cancellation of the event or evacuation?

11. Clearing up

Please note clearing of litter and removal of any equipment must be completed within 12 hours of the end of the event. You need to give details of how this will be undertaken.

Ground protection:

Litter picking:

Waste deposit and collection:

Removal of equipment/structures:

Sustainability; are you taking any steps to minimise the environmental impact of your event?

12. Other facilities available

Please note the other facilities available, if any of these are required please give details.

Accommodation:

Porters:

Storage:

AV:

13. Other relevant information you wish to add

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14. Terms and Conditions

I undertake to abide by the Policy regarding “application to hold an outdoor event on College premises”, the requirements detailed in this application form and any other conditions imposed by FM in advance of, or by the FM Duty Manager (where applicable) during the event.

I accept responsibility for all liaisons with external contractors and suppliers relating to the event, including tour promoters.

I accept financial responsibility for any damage or injury arising from the event and any conditional cleaning required by the College.

Signed:

Print name:

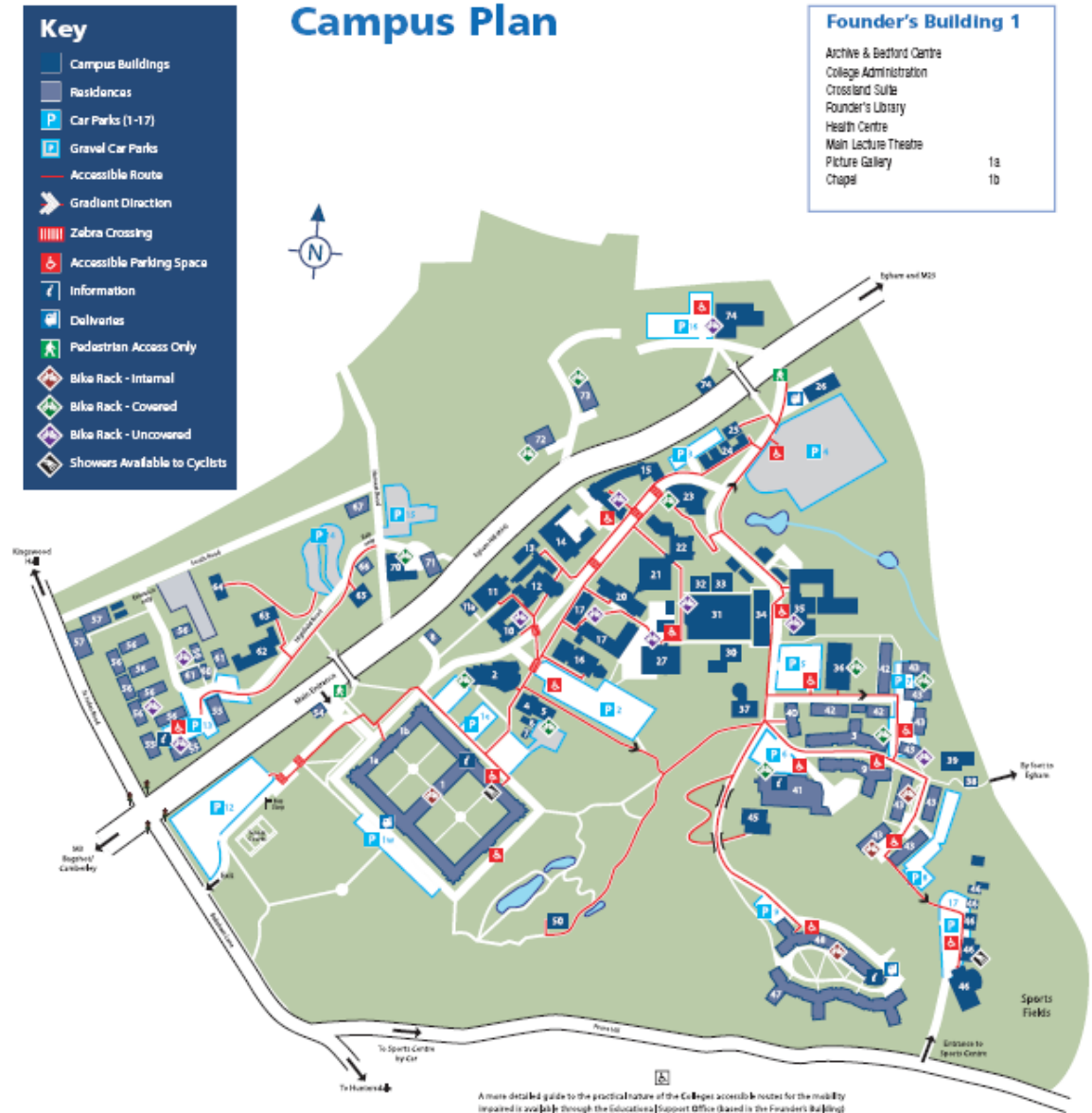
Date:

Countersigned by Head of Department:

Date:

Please note Students' Union events will require countersignature from the President; Halls of Residents events will require countersignature from the relevant Hall Warden.

4 Appendix 2 – Map of outside space for event usage



(3. Location of event – please mark on the map above. Use an additional page if you need to give more precise information. If the space you wish to use is at Kingswood or Huntersdale please state.)

4.1 Equality Impact Assessment (EQIA): Initial Screening Form

Name of the policy, service or project:
(Referred to just as 'policy' herein) Policies and procedures

Team: Facilities Management

a. Preparation

The work on this section should be done in advance and be used as part of your EQIA. Please attach examples of available monitoring information, research and consultation reports.

1. Do you have monitoring data available on the number of people who are using or impacted upon by your policy?

- Number of people with disabilities
- Black and minority ethnic communities
- Women and men

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you have answered 'Yes' to the above questions your monitoring data should be compared to the current available census data to see whether a proportionate number of people are taking up your service.

2. If monitoring has NOT been undertaken, will this be done in future? N/A
(Race Relations Amendment Act, 2000)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If so, specify the arrangements you intend to make; if not, please give a reason for your decision:

3. If you are aware of any relevant local or national equality or diversity-related consultation, research, or good practice guidance, then please list and attach here:

Plain English, EO monitoring by College's EO advisor.

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

b. Your policy, service or project

1. What is the main purpose of the policy?

To explain how to request and obtain approval from Facilities Management (FM) for the use of outside space for events by ensuring event organisers provide the information required by FM to decide if and how an event can take place.

2. List the areas of activity of the policy, e.g. the recruitment strategy might have advertising, interviewing, short listing etc. as activity areas.

Completion of the application form, coordination of service and facilities delivery, event management.

3. Who are the main beneficiaries of the policy?

All staff and customers of FM

4. Is the policy corporate and far-reaching?

Yes Maybe No

5. In your view, does the policy assist residents in meeting their most basic needs, i.e. shelter and income?

N/A

Yes No

6. What number of people may be affected by the policy?

Directly: 200

7. Are you expecting to make any changes to the policy during the next year?

Yes No

c. The Impact

1. Complete the following tables using ticks.

Consider the information gathered in Section (a) of this Screening Form, comparing monitoring information with census data, and considering any earlier research or consultations. You could also look at section _ of the EQIA Guidance Notes for areas of possible effect:

- Where you think that the policy could have a negative impact on any of the equality target groups, i.e. it could disadvantage them
- Where you think that the policy could have a positive impact on any of the equality target groups or contribute to promoting equality, equal opportunities, or improving relations within equality target groups

a) Does the policy affect men and women in different ways, e.g. flexible working arrangements might have a positive impact on women with caring responsibilities

Gender	Positive impact	Negative impact	Neutral	Reason
Women	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Men	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

b) Do people from different black and minority ethnic communities use services differently, e.g. could women from certain minority communities use a swimming pool more often if same sex swimming arrangements are in place?

Race	Positive impact	Negative impact	Neutral	Reason
Asian or Asian British (including Tamil, Gujarati and Korean)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Black or Black-British	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Chinese and other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
White (including Irish)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

c) How will the policy impact on people with disabilities, e.g. if information about our services are not made available in large print or alternative formats, access to such services might be denied to people with a visual impairment or learning disability.

Disability	Positive impact	Negative impact	Neutral	Reason
Visually impaired	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Large print available and electronic storage
Hearing impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Physically disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Learning disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plain English allows clearer communication and understanding
Mental health problem	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

If the negative impact is potentially discriminatory and not intended and/or of high impact, you must complete a full Equality Impact Assessment.

2. a) **Could you minimise or remove any negative impact that is of low significance? N/A** Yes No
 Explain how _____
Gender: _____
Race: _____
Disability: _____

b) **Could you improve the positive impact?** Yes No
 Explain how _____
Gender: _____
Race: _____
Disability: _____

3. **If there is no evidence that the policy promotes equality, equal opportunities, or improved relations, could it be adapted so that it does? N/A** Yes No
 Explain how _____
Gender: _____
Race: _____
Disability: _____

4. **As a result of this initial screening, what is the impact of your policy on the equality target groups?** Low Me- High
 dium

5. **Is progression to a full impact assessment required?** Yes No

Signed HW
 Date: 17/07/2008

Position _____

Equality Impact Assessment: Action Plan

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Issue	Action Required	Lead Officer	Time-scale	Resource implications	Comments