

Estates Event Request Form Information

Organising a University Event?

If you plan on Organising an Event within the University Grounds you will need to complete our Event Request Form (available below) to seek permission. There are also many Rules & Regulations that you must consider and other people that you may occasionally need to contact. To aid you in this process, please find herewith a list of Forms and relevant contact information. The primary contact for the management and authorisation of events within the University of Nottingham is Gavin Scott, Environment Manager.

Help & Advice...

Help and advice is available from the Safety Office, the Estate Office and the City Council Environmental Health Officer. If in doubt register your event and ask. The SU has also produced an excellent guide and planning checklist for student events, which organisers should consult and comply with. It should be remembered that the lead-time for a major event is extensive and plans (however provisional), should be notified as early as possible. The earlier an event is registered and the planning process begun the better chance it has of approval and of being successful.

Useful Event Contacts:

Gavin Scott, Environment Manager, Estate Office

Tel: 0115-9513572 (or 13572 internally)

Email: gavin.scott@nottingham.ac.uk

Safety Office

Tel: 0115-9513401 (or 13401 internally)

Email: safety-office-enquiries@nottingham.ac.uk

Nottingham City Council, Environmental Health Department

Tel: 0115-9156798

Email: public.health@nottinghamcity.gov.uk

Please Return to: The Estate Office, University Park, University of Nottingham, Nottingham NG7 2RD. Fax: 0115 951 3636.

Rules & Regulations for: Functions, Parties & Events

All celebratory and social events organised by JCRs, the Students Union or individuals must comply with all legal, safety and noise abatement requirements. To respect concerns expressed by local residents and to meet City council requirements, this revised guidance for organisers is issued:

Guidelines & Rules

At the Registrar's request, a Working Group consisting of the Nottingham City Council Environmental Health Officer, Dr Ian Hooker (representing Halls of Residence Wardens), representatives of the Safety Office and of Estates has drawn up the following guidance:

1. The likely numbers attending, the time of year, the weather, timings, the building configuration and the nature of the event and its impact on the neighbouring area all have a bearing on the level of notification required. Those authorising events are to use their judgment and if in doubt have the event registered with the Estate Office (Mr Gavin Scott, Environmental Manager).
2. All functions and events are to be authorised by the appropriate authority within the University (Warden, Head of School, Estate Office etc.) and when appropriate are to be notified to the Estate Office at least 7 days before the event.
3. All functions that are to take place, in part or whole, outside of buildings, including quadrangles of Halls of Residence, must be notified to the Estate Office at least 14 days prior to the event taking place. The registrar's Office should be sent a copy of the notification. All events involving amplified music or sound must seek prior approval, at least 14 days before the event from: The Warden of the Hall of Residence, The Hall Manager, The Building Users, The Safety Office or The Estate Office.
4. The Estate Office is responsible for ensuring that the current guidelines for events and functions are understood by the organisers and, in conjunction with the Safety Office that the means of compliance are in place. The Estate Office will categorise and authorise events when satisfied that all planning procedures have been complied with. The organisers are responsible for ensuring their event complies with these rules. a) No fireworks to be let off after 10pm b) Up to 11pm amplified sound and music will be monitored by Safety Office equipment and Security Personnel to ensure that sound levels at pre-determined points, agreed with the City Council Environmental Health Office, at the perimeter of the campus where the event is taking place are acceptable. The limit is 65db LAeq (15 min). Post 11pm sound levels are to be inaudible at the nearest boundary of the campus on which the event takes place to the source of the music/noise. Large outdoor events such as the 3 Halls Summer Party are to have verifiable sound and noise recording and monitoring equipment integral to the amplification system and the recorded results are made available to the University and City authorities. The organisers are to nominate and identify a competent person who will monitor the Desk Level. The competent person shall be authorised by the organiser to direct the sound engineer/person in control of the system to adjust the amplification to ensure the permitted levels are not exceeded. The organisers are to ensure that the event is continuously measured by recording the LAeq (15 min) at the mixing desk, throughout the period of the event. The measurement is to be made by using a Sound Meter complying with the BS 6698:1986 type 1 or 2 specification and be capable of automatically logging the period LAeq. The organisers are to submit a record of the noise measurement to the Safety Office within 21 days of the end of the event. The Estate Office and Safety Office will categorise which events require such monitoring and monitoring equipment. A point of contact that has the authority within the event to turn down the sound levels or close the event on instructions from the Estate Office, Security Office, the Safety Office or Local Authority must be appointed and be available throughout the event, readily contactable and who has been identified to those responsible for the amplification system. The organisers will comply immediately with instructions from Safety Office and/or Security Personnel and/or City Council Environmental Health Office Officials with regard to any aspect of the event organisation and conduct. c) Events and functions will close by 1am. Approval for an extension beyond that time must be specifically sought by the organiser.

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Estates Event Form Details

Name:	
Organisation:	
Contact Number / Email:	
Proposal:	
Description of Event:	
Location of Event:	
Dates Inclusive:	
Numbers Involved:	
Special Arrangements: (i.e. electrical supply, parking, security etc...)	
If you require special arrangements from the Estate Office, e.g. electrical supply, please obtain a signed Works Request Form from the Students Union Office, to be returned to the Estate Office as soon as possible.	

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Nottingham NG7 2RD. Fax: 0115 951 3636.**