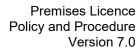


## **Event Questionnaire**

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.

Answer yes or no to each.





Do you intend to invite members of the public?	
If yes, please state how this will be done e.g. by external advertising.	
Do you intend to sell tickets or charge an entrance fee with a view to making a profit?	
Do you wish to sell alcohol or provide late night refreshment (hot food/ drink after 11pm) at the event?	
Have you undertaken risk assessments in respect of?	
<ul> <li>a. Fire and evacuation procedures</li> <li>b. Evacuation of people with mobility impairment</li> <li>c. Provision of Fire Marshals</li> <li>d. First Aid Provision</li> <li>e. Car parking arrangements</li> <li>f. Noise levels</li> <li>g. Security arrangements</li> </ul>	
Please attach copies of your risk assessments.	
Would the nature of the event warrant completion of a Freedom of Speech form?	Please give brief details.
Please attach copy of any completed FoS form	
Information on freedom of speech can be found on the University web page under Policies and regulations.	
Completed for and on behalf of (School or Department)	
Ву	
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 office use only

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

For all other areas on the site - Site Operations Manager

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Date	
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