**This form is to be completed by University of Essex staff, any SU recognised student group, or SU staff who would like to hold an event in one of the University squares or on the University grounds, where activities are beyond the criteria of an Event Notification Form.**

**The University asks for a minimum of 3 weeks’ notice ahead of the proposed activity to process and confirm your submission. The criteria of an ‘Event Permission Form,’ is outlined in the information online for** [**staff**](https://www.essex.ac.uk/staff/event/holding-an-event-on-campus-grounds) **and** [**students**](https://www.essex.ac.uk/student/event/holding-an-event-on-campus-grounds)**. Please make your submission to** **ems-ops-comms@essex.ac.uk**

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| 1. **Organiser details**
 |
| **Name of the event** |  |
| **Name of the organiser** |  |
| **Email address** |  |
| **Department, society or group organising the event**  |  |
| 1. **Event details**
 |
| **Date(s)**  |  |
| **Start time** (from time of set-up) |  |
| **Finish time** (location cleared) |  |
| **Location**  |  |
| **Please provide a full description of all aspects of the event** (e.g., set up, set down, event itself, activities carried out, equipment, emergency arrangements, number expected to attend): |
| **Music** (music can only be played 12.00pm-2.00pm, or after 5.30pm on a normal working day.)[ ] YES, amplified music will be played[ ]  YES, acoustic music will be played[ ]  NO music to be played |
| 1. **Operational requests – for Facilities Services or Estates equipment ONLY**
 |
| **Number / type of gazebos** |  |
| **Number of tables** |  |
| **Number of chairs**  |  |
| **Details of any other furniture / equipment to be moved** |  |
| **Electrical support required?** | [ ] YES[ ]  NO |
| **Please provide equipment details (e.g. laptop, PA system)** |  |
| 1. **Serving food and beverages**
 |
| Please select one:[ ]  There will be no food or drinks served[ ]  I am providing food and drinks that I have prepared, and will provide evidence of my food hygiene certificate[ ]  Essex Food are catering[ ]  I am hiring an external caterer and will provide evidence of their risk assessments, food hygiene certificates, and public liability insurance (£5m) as applicable  |
| 1. **External speakers**

You are required to complete the [External Speakers Form](https://www.essex.ac.uk/staff/event/external-speaker) if you are inviting an external speaker to this event. You can find out information about inviting an external speaker to an event and the University’s Speaker Code of Practice on the University’s webpages for [staff](https://www.essex.ac.uk/staff/event/external-speaker) and for [students](https://www.essex.ac.uk/student/event/external-speaker-student) |
| [ ]  I confirm I will complete the External Speakers Form [ ]  External speakers will not be invited to this event  |
| 1. **Event endorsement**

Your event must be endorsed by a member of staff such as your head of department, or an appropriate SU delegate. Please write provide their details below - they will be contacted to confirm their endorsement of the activity. You cannot endorse your own activity. |
| **Name** |  |
| **Job title** |  |
| **Email address** |  |
| 1. **Organiser confirmation**

I, the event organiser, confirm that I have read the online information pertaining to the Event Permission process, and that I will comply with the ‘Health and Safety Statements’ and the ‘Conditions of Authorisation’ set out at the links for [staff](https://www.essex.ac.uk/staff/event/holding-an-event-on-campus-grounds) or [students](https://www.essex.ac.uk/student/event/holding-an-event-on-campus-grounds). I recognise that information on these pages may be updated and that I have read them on the date below.I will provide alongside this form a suitable and sufficient risk assessment for the proposed activity, in addition to other documentation as deemed appropriate. I understand and accept that I have a legal obligation to manage the activity safely and failure to do so may result in disciplinary / misconduct proceedings, or legal action from relevant regulatory bodies such as the Health & Safety Executive |
| **Organisers signature:** | **Date:**  |

**SECTION 8 AND 9 ARE FOR OFFICE USE ONLY**

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| 1. **Supporting signatories**

Signatures from an appropriate delegate may be obtained in the absence of those listed below.  |
| **Head of Health and Safety and Facilities (Students Union)**- where activities areproposed by SU staff or students. |
| **Signature:** | **Date:**  |
|  |
| **Head of Grounds and External Landscape -** If activity is proposed on the grounds. |
| **Signature:** | **Date:**  |
|  |
| **Security & Campus Safety Operations Manager** – as applicable. |
| **Signature:** | **Date:**  |
|  |
| **Infrastructure & Environments Health and Safety**. Note: The adequacy of the risk assessment is the responsibility of the Event Organiser. The Health and Safety Adviser will also confirm if a permit is needed (e.g., work at height) for higher risk activity.  |
| **Conditions of approval**  |
| **Signature:** | **Date:**  |
|  |
| 1. **Event approval**

Approval is granted by the Chief Compliance Officer (Infrastructure & Environments) or their delegate. |
| [ ]  This activity is APPROVED [ ]  This activity is NOT APPROVED |
| **Conditions of approval** |
| **Signature:** | **Date:**  |