**University Parks Serviced Marquee – Booking Enquiry Form**

Please complete the following and return to the University Parks at university.parks@admin.ox.ac.uk

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| **Event Organiser Name**  |   |
| **Email Address**  |   |
| **Phone Number**  |   |
| **On the day contact details** *(If different from the above)*  |   |
| **Department / College affiliation**  |   |
| **Booking type** *Please delete as appropriate*  | 1. Departmentally organised events involving students
2. Events organised by students
3. Events organised by departments (incl. UAS and GLAM) that do not involve students

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| **Event Title**  |   |
| **Date**  |   |
| **Requested time slot\***  |   |
| **Number of Attendees**  |   |
| **Event Description** *Please tell us what the purpose of your event is and what you will be doing within the marquee*        |   |
| **Equipment** *Please provide us with information about anything you are bringing with you e.g. garden games*  Tables and chairs are provided  |   |
| **Catering** *Please delete provide us with details of what you will be arranging*   | 1. Self-catered picnic
2. Food delivery e.g. Deliveroo

 3. Other caterers  |
| **First Aider Arrangements**  *Please provide the name and contact number of the First Aider that will be in an attendance at your event or indicate if you do not have this in place.*   |   |
| **Public Liability Insurance** *(applicable to College bookings only)*   |   |

**\*Available Time Slots**

Mon-Fri: 09:00-12:00, 13:00-16:00 (later finishes maybe be available upon request)

**Terms and Conditions of Booking**

By completing and submitting this booking enquiry form, you as the Event Organiser are confirming that you have read and agree to the following terms and conditions for booking the serviced marquee in University Parks. The Event Organiser is responsible for ensuring the event adheres to the following terms and conditions, otherwise the Event Organiser’s affiliated department or college will be held liable.

The Event Organiser is responsible for reviewing the University Park’s Serviced Marquee Risk Assessment, which will be sent once your booking form has been reviewed. The Event Organiser must also complete the Health and Safety Checklist and identify any risks specific to their event that have not already been identified in the Risk Assessment. The Event Organiser is responsible for communicating this information to the Event Attendees.

**Number of Attendees –** Must not exceed capacity of 150 attendees. The Event Organiser is responsible for monitoring and controlling the number of people present at the event.

**Hygiene –** Hand sanitising stations are provided and the marquee is thoroughly cleaned between bookings.  .

**University Park Regulations –** The Event Organiser is responsible for making sure that Event Attendees adhere to the University Parks’ [regulations,](https://www.parks.ox.ac.uk/rules) including the following:

* No cycling or cycles in the University Parks
* No swimming, jumping or diving into the river or pond
* No climbing trees
* Nothing should be dug into the ground
* No barbecues
* No disturbance or interacting with trees, plants, parks infrastructure and signage

**Timing -** Event Organisers are responsible for ensuring all Event Attendees have departed the marquee area by the agreed end of hire time.

**Catering -** Event Attendees can bring their own picnic food but no barbecues are permitted. Alternatively, event organisers are welcome to arrange their own catering, but arrangements for this must be preapproved by University Parks beforehand. Food deliveries are permitted but must be delivered and collected from South Lodge (please see attached map).

**Vehicle Movement and Access -** Vehicles will not be permitted access on site, except for pre-approved catering vehicles. The Event Organiser must communicate the arrival and departure times of vehicles with University Parks so that a marshal can be arranged. Equipment brought by Event Organisers may be dropped off at South Lodge and trolleys will be available to help transport items to the marquee.

**Alcohol -** Alcohol may be consumed but must not be sold in the boundaries of the University Parks. The University Parks come under the [Public Spaces Protection Order](https://www.oxford.gov.uk/info/20101/community_safety/274/public_spaces_protection_orders). It is not an offence to drink alcohol in a public place in Oxford however, the Order creates an offence in the restricted area for any person to refuse to stop drinking alcohol or hand over any containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by a police officer or authorised officer in order to prevent public nuisance or disorder, unless they have a reasonable excuse.

**Entertainment and Activities -** No music can be played as part of the event. Any activities that pose a risk must be identified in the Health and Safety Checklist. Sports pitches must not be used for unauthorised games or purposes. Areas for informal games are marked by white posts.

**Facilities and Waste Management -** The facilities should be left in the condition that they were found in. All aspects of the marquee must be left how it was found, including the structure and sides of the marquee itself. Any equipment (touch point cleaning kit, hand sanitiser, first aid kit) provided in the marquee must not be removed from the venue.

Event Organisers are responsible for any litter left at the end of the event and should be securely disposed of in the wheelie bins provided.

**Power Supply -** There will be no electrical power supply for the event. The use of generators will not be permitted.

**Emergency Procedure –** A fire and emergency assembly point should be identified by the Event Organiser and communicated before the event with Event Attendees.

**First Aider –** The Event Organiser is responsible for the provision of a qualified first aider. If the Event Organiser is unable to provide a first aider for the event, this should be stated in the booking enquiry form so University Parks are aware and can arrange provisions for this.

**Accidents or Incidents –** Details of any accidents or incidents should be recorded by the Event Organiser and reported to the University Parks at university.parks@admin.ox.ac.uk.

**Park Closure –** Weather forecasts will be checked and will follow the Parks closure criteria. In the event of a Parks closure, the Event Organiser will be notified by University Parks and the Event Organiser must inform Event Attendees not to attend.

**Damages -** Any damages to the furniture, equipment, structures or park property must be reported to university.parks@admin.ox.ac.uk immediately. The Event Organiser’s affiliated Department or College may be charged for any damages.

**Next Steps**

1. Read the T’s and C’s above
2. Complete this document and return to university.parks@admin.ox.ac.uk
3. The Events Administrator at University Parks will then be in touch to liaise further
4. You will be sent a Map, Venue Risk Assessment and Health and Safety Checklist
5. Read through the Risk Assessment and complete and return the Health and Safety Checklist to university.parks@admin.ox.ac.uk. This forms part of your agreement to the above T’s and C’s.
6. Your documents will be reviewed and the Events Administrator will confirm your booking
7. On the day of your event, a staff member will welcome you at the marquee and will provide the Event Organiser with a short induction before your event.
8. Once your event has finished, a staff member will check the space and close up the marquee area.

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| **Action**  | **Action required by**  | **Date Completed**  |
| **Booking form reviewed**  | University Parks  |   |
| **Health & Safety Checklist reviewed**  | University Parks  |   |
| **Parks Staff arranged**  | University Parks  |   |
| **Confirmation Email sent to Organiser**   | University Parks  |   |
| **Bins arranged with UP Operations**  | University Parks  |   |
| **Security updated**  | University Parks  |   |