UNIVERSITY OF ESSEX
Barbeque Booking Form

PLEASE NOTE: This form must be handed in approved and signed at least three working days before the function date. If 50 or more guests are expected you will need to complete an Events Permission Form instead.

Name of Organisation
(E.g. society, group, private function)

Name of Organiser
(Please print clearly)

Registration No
(Student only)

Address
(to enable contact in case of an emergency)

Phone number:
(Landline and/or mobile)

Email Address

BOOKING INFORMATION:

There are two available booking times from 25\textsuperscript{th} May – 30\textsuperscript{th} September: 12:00 – 17:00 or 18:00 – 22:00

There is one available booking time from 1\textsuperscript{st} October – 24\textsuperscript{th} May: 12:00 – 17:00

Date .................................. Number of Guests ..................................

Start Time .................................. Finish Time ..................................

Will there be any persons under the age of 18 attending? YES / NO ............

CONDITIONS OF BARBECUES

Barbecues may be permitted to be held by any campus group provided that a member of the group is clearly identified as the ‘Organiser’ on the application form. Only members of staff or students may be the Organiser.

If the Organiser is a registered student their registration number must be quoted.

The Organiser must give a current address and telephone number at which they may be contacted

Bookings will only be confirmed after the booking sheet has been signed on behalf of the University. The University reserves the right to cancel barbecues after a booking has been made. The University will not be liable for any costs incurred.

The University only provides a barbeque area where staff and students may hold barbecues, only after written permission has been given by the University.

Staff and students organising barbecues are advised that their own safety and the safety of persons attending the barbeque is their responsibility.

Organisers are advised to obtain insurance which would meet the legitimate claim of any person injured due to their activities.

Reviewed August 2019
The Organiser must take responsibility for ensuring the additional conditions listed below are complied with:

1. A fire blanket must be collected from the Information Centre on square 3 before the event and returned within an hour of the finish, the Organiser will be charged for the cost of this item should it be found missing. Please note: Patrol staff are trained First aiders and can be contacted in an emergency on 01206 87 2222.

2. **Music will not be permitted**

3. After the event the group must clear away all rubbish/used BBQ’s using the bins provided. If this is not done to the satisfaction of the Deputy Director Services any cost associated with cleaning the area will be charged to the Organiser.

4. The sale of alcohol or food will not be permitted nor will pre-payment for alcohol or food, by means of an attendance fee or by any other means.

5. The poplar trees in the area of the lake are known to be old and it is possible in sustained high winds that they could become unsafe. It is the responsibility of the Organiser to cancel any event if high winds are forecasted or develop on the day.

6. Private vehicles are not permitted on the parkland at any time.

7. Barbeques are only permitted in the designated area provided.

(I sign below having read and agreeing to abide by the conditions laid out on this form)

Signature ................................................................. Date .................

BBQ area(s) allocated .................................

Maximum guests permitted .................................

To be completed by Security Manager only:
There will be no objection to the above function taking place provided the organiser agrees to abide by conditions on the reverse of this sheet and any additional conditions set out

Any other conditions  .................................................................................................................................

Signed .................................................................................................................................................. (Security Manager)

Date ........................................................................

Reviewed August 2019