**EVENTS AND** **ART EXHIBITIONS** **APPROVAL FORM**

Society Committees – please edit the blue text on page 1 & 2 then return to activitiesadmin@shu.ac.uk

Fill in **Part one** and email the form to the relevant Departments as listed in Part two*.*

***Allow at least fifteen working day's notice****, more if close to Easter, Xmas or other major holidays. Failure to do so may result in your event being refused permission at a late stage.*

Part One: what do you want to do and when and where do you want to do it?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title of your work or event | | Society: Event Name | | | | |
| Your name(s) & contact details | | Full name, student number and email address | | | | |
| Date of this application. |  | | Date of event | Include timings | finish date  *if applicable* |  |
| Where exactly do you want to do your thing? | | Please give the specific building and room number. If unsure, your preferred space. | | | | |
| What do you want to do?  *Include as much detail as possible (sketches etc are great) - use separate sheets if needed. If you don't give enough info, we'll only have to come back to you.* | | | | | | |
| Include any relevant info in the blank box below, or attach other pages, such as:-  1. An outline of any significant hazards: *is there anything which could be dangerous, basically?*  2. Drawings, plans, or photographs: *show us what you want to do. We need to understand it.*  3. Construction and dismantling: *drilling holes, glue or tape on walls, hanging stuff from the ceiling etc?*  4. Power or other electrical stuff? *again, this may be a problem so let us know.*  5. Cleaning, maintenance and waste disposal requirements: *will you need help to clean it up?*  6. Security needs: *do you need a security presence, or access to normally inaccessible areas?* | | | | | | |
| Explain briefly what your activity is. Include the number of attendees, whether it is society members only or if members of the public join. Mention any guest speakers and if there will be catering. State if the activity high risk and any other information the University will need to know. This **MUST** align with what has been stated on your SU Event Proposal Form.  Please then amend the below points with the relevant information for your Society activity.  1 - Mention if you have submitted your Risk Assessment to the Societies Team already. Explain any other hazards that are not already mentioned on the RA.  2 – Explain what your activity is, mention any equipment you’ll be using and how you will be using the space.  3 – Please describe any decorations you will be using, if any.  4 – Will you be bringing any electrical equipment into the room?  5 – How do you plan to tidy up after yourselves? E.g. rubbish bags, committee taking waste with them etc. Mention if you will need Hallam staff to support.  6 – Consider the capacity of the room and attendee numbers, can you *realistically* manage this and how do you plan to do this? If not, mention you will need assistance. Are you wanting the space outside of regular hours or on weekends? If so, will you need help accessing the space. | | | | | | |

**Part Two: Approval**

*The following departments may need to give their approval in order for the planned event to take place. All departments highlighted in BLUE should be notified, and if it is a Faculty event or in a Faculty-owned space, the relevant Faculty representative (highlighted in GREEN) should be notified.*

*You need approval from all relevant Departments to be able to proceed with your event. If any Department refuses, they will say why in the comments box. Any actions necessary must then be carried out and the relevant Department informed. They will then give their approval.*

|  |  |
| --- | --- |
| Department | Comments |
| Health and Safety  [hstraining@shu.ac.uk](mailto:hstraining@shu.ac.uk) |  |
| Estates  Nigel Barnes  [n.barnes@shu.ac.uk](mailto:n.barnes@shu.ac.uk)  NOTE – only required if any construction or estates related areas involved. |  |
| Estates  Joel Gordon  [J.Gordon@shu.ac.uk](mailto:J.Gordon@shu.ac.uk) |  |
| Sustainability  Fiona Griffiths  [F.griffiths@shu.ac.uk](mailto:F.griffiths@shu.ac.uk) |  |
| Security  Julian ‘Shane’ Owen  [j.owen@shu.ac.uk](mailto:j.owen@shu.ac.uk)  Dave Womack  [d.womack@shu.ac.uk](mailto:d.womack@shu.ac.uk) |  |
| Events  Andrew McGrath  [a.mcgrath@shu.ac.uk](mailto:a.mcgrath@shu.ac.uk) |  |
| Finance Insurance  Services  Liz Windle  [e.windle@shu.ac.uk](mailto:e.windle@shu.ac.uk) |  |

*We'll get back to you with a decision ASAP*