

### Buildings & Estates Outdoor Event Support Request Form

Please note: An event notification form must be submitted to the Buildings & Estates office for all outdoor events occurring on campus 20 working days prior to the event start date.

<b>Name</b>	
<b>Organisation</b>	
<b>Phone number</b>	<b>Tel No:</b>  <b>Mob No:</b>

<b>Event Name</b>		
<b>Event Type</b>		
<b>Proposed Location</b>		
<b>Event date/s</b>		
<b>Times</b>	<b>Start:</b>	<b>End:</b>
<b>Garda Permit No. : (if applicable)</b>		
<b>Estimated number of Participants</b>		
<b>Brief Event Overview.</b>		



## **Buildings & Estates**

### **Outdoor Events Support Guidelines**

**(Non-Exhaustible To Do List)**

#### **Event Plan:**

Once an Event is agreed in Principle by Building & Estates, the University of Limerick Event **Host** should submit a detailed “Event specific Management Plan electronically to [outdoorevents@ul.ie](mailto:outdoorevents@ul.ie).

To allow adequate time to review the “Event specific Management Plan” and all support documents, this information should be received 20 working days prior to the Event taking place

#### **Event Organiser Insurance Requirements:**

The Event Organiser should submit to the UL Event **Host** relevant Insurance documents & “Event Specific Management Plan”.

- ❖ Copy of Public Liability Insurance (min€6,500,000)
- ❖ Copy of Employers Liability Insurance (min €13,000,000)
- ❖ Copy of Products Liability (where applicable)
- ❖ A Specific letter of indemnity stating, “The Insurers will indemnify University of Limerick /UL Arena/ UL Sports Department arising from the provision of services in respect of legal liability arising from negligent acts of the insured, subject to the terms and conditions of the policies.”

#### **Contractors / Suppliers to the Event Organiser Insurance Requirements:**

Contractors / Suppliers should submit to the Event **Organiser** relevant Insurance documents & “Event Specific Management Plan”.

- ❖ Copy of Public Liability Insurance (min€6,500,000) for all contractors and/or Suppliers to the Event.
- ❖ Copy of Employers Liability Insurance (min €13,000,000) for all contractors and/or Suppliers to the Event.
- ❖ Copy of Products Liability (where applicable) for all contractors and/or Suppliers to the Event.
- ❖ A Specific letter of indemnity (where applicable)stating, “The Insurers will indemnify University of Limerick /UL Arena/ UL Sports Department arising from the provision of services in respect of legal liability arising from negligent acts of the Insured, subject to the terms and conditions of the policies.”

#### **Child Safeguarding**

- ❖ The Event organiser must confirm that a detailed child safety risk assessment for safeguarding children before, during and after the event has been completed by a competent person.
- ❖ Provide the Child Safeguarding Co-ordinator(s) name and contact details.
- ❖ Confirm a Lost/Missing Child policy/procedure has been developed for the event.
- ❖ Ensure event staff/contractors/volunteers have been provided with appropriate Child Safeguarding training.

#### **Health & Safety:**

The “Event Management Plan” should clearly show that all Site Specific Risk Assessments have been completed by a competent person.

#### **Emergency Contacts Details:**

The “Event Management Plan” should contain Contact Details of key event organisers in case of Emergency.

#### **Traffic Management Plan:**

The “Event Management Plan” should clearly show (map) a Traffic Management Plan along with quantity, location & contact details for all marshals & Stewards. Overall responsibility for the Event remains with the organiser at all times. Traffic Management Plan should also include Taxi set-down & pickup area, Bus set-down/pickup area along with any requirement for Bus parking.

#### **Marketing & Public Relations:**

Please advise University of Limericks Marketing & Communications Department if any VIPs are expected to attend the Event.

### **Signage:**

Under no circumstances is it acceptable to deface University of Limerick property and/or infrastructure. A list of proposed advertising & display boards along with their proposed on Campus location should be included in the "Event Management Plan". Management reserve the right to refuse any signage that may cause contractual difficulties or Safety hazards to other Campus users. Where directional and/or information signs are used to define/mark an Event route the Event organiser must appoint a competent person to carry out a detailed survey the route after the Event concludes and ensure all directional and/or information signs and the fixings are removed and disposed of in a proper manner.

Where there is a requirement to mark roads/footpaths permission must be sought prior to any such markings being made. Any request to mark University of Limerick infrastructure must be accompanied by;

- Details of materials being used to mark (SDS)
- Details of cleaning program and materials being used (SDS)

### **Vendors:**

Details of any external vendors wishing to sell any type of product or service at the event must be included in the "Event Management Plan". Management reserve the right to refuse/restrict vendors if there are any conflicts with Company Policy and/or existing contractual obligations.

### **Right to Refuse:**

Building & Estates reserve the right to refuse permission to any participant and/or spectator who in the opinion of management may pose a risk to their person or any other user of the facility. Building & Estates management reserve the right to withdraw the use of the Campus facility to any person(s) without prior notification.

### **Storage:**

The "Event Management Plan" should clearly state how and when external equipment that may be used for the event will be delivered & collected to/from Campus.

### **Personal Property:**

The Building & Estates Department will not accept any responsibility for loss or damage to any person and/or personal property and/or vehicles while on Campus.

### **Waste Management:**

The "Event Management Plan" should demonstrate how general waste & recyclables will be managed as part of the general clean-up plan. Where applicable, General Waste and Recycling receptacles should be made available.

### **Noise Levels:**

Noise Levels should be maintained to an acceptable level, so as not to annoy other Campus users or neighbours.

### **Costs:**

The Event organiser may be liable for costs incurred for Security, Cleaning & Utilities pertaining to this Event.

### **Event Support Confirmation to Proceed:**

Confirmation of event support/assistance will be confirmed by Email when all stakeholders have been satisfied.

### **Operating Drones and/or Model Aircraft.**

The flying of Drones and/or Model Aircraft on Campus required a [UL Work Authorisation Form](#). This permit is available from Building & Estates department.

### **Leave no Trace Policy**

It is the responsibility of the Event organisers to implement a "No Trace" policy as part of the Event Plan. This should clearly state that all Equipment/Materials etc are removed off Campus following conclusion of the Event.

### **Note:**

1. Responsibility of the Event lies with the organisers of the event including compliance with all local, national and international laws and Regulations
2. Buildings & Estates Department are the only department within the University who can approve/authorise any full or part closure of roads and/or car parks on Camp