

## Campus booking policy for local communities and business stakeholders

### 1. The Room

- Room and furniture plans are provided and agreed ahead of the event, although in certain circumstances we may offer the room as is.
- Late changes (changes made less than a week before the start of your event) or additions to furniture cannot always be fulfilled and the **Events Team** and Facilities team reserve the right to refuse late changes to a room set up or if it impacts health and safety.
- Please confirm your detailed requirements as far in advance as possible but not less than **5 working days** before the event.
- In order to facilitate a room to be re-set or cleaned between meetings, bookings will always be made allowing for appropriate operational turnaround times. You may not be granted immediate access to a room if it requires a re-set etc. Please be as sympathetic to this as possible when booking and do not rush an existing client out of their space.
- Any changes to numbers or AV orders, starting times or any other critical operational information should be confirmed with the **Events Team**, ideally not less than **5 working days** before the event.

### 2. Health & Safety

- For certain events you may be required to complete a risk assessment, particularly for events which have a guest speaker, are deemed 'large-scale' due to supplier involvement or large-scale set ups or the service of alcohol. If your event falls into one of these categories, then the **Events team** will request you to complete supplementary forms.
- Both the event itself and any room bookings associated with it will remain provisional until the **Events Team** are satisfied that all health and safety and legislative criteria have been met.
- Should you fail to take on the health and safety precautions required by the University, the University maintains the right to cancel the event.

### 3. Event organiser duty of care

The University has a duty of care to ensure that events are run with due regard to the health and safety of all involved and ensure any event, through association with the University as a venue, meets the ethical stance of the University and does not offer any opportunity to harm the academic standing of the University or disrupt teaching/work on campus. You as the event organiser, must assume this duty of care for your guests and event.

The University's **Events Team** are events managers and as such, they will help to highlight any possible security or reputational risk which may require additional consideration as part of the **Event Risk Assessment** and **Event Booking Policy** but require you to make full disclosure of any potential risks as part of the contracting process. Without this information, you assume full responsibility as the event organiser.

In addition to the duties of the event organiser listed above, the following activities require additional arrangements and/or licenses for the event organiser to arrange and declare on the **Event Risk Assessment Form** and advise that all the necessary health and safety, licencing and risk assessment criteria are met by the event organiser:

- Monitoring of safe and noise-controlled activities and performances
- Management of hired equipment from a third party and its safe installation, operation, testing, storage and removal
- Any significant religious or dietary catering restrictions or requirements
- Promotion of an event
- Filming or recording (submit a list of invited press to [news@solent.ac.uk](mailto:news@solent.ac.uk))
- Public liability insurances
- Cash handling
- Stallholder management and liaison
- Deliveries of event resources
- Speaker and VIP liaison
- Security vetting of external speakers or organisations
- Risk Assessments
- Additional security requirements/Police notification
- Management of hired in equipment, its safe installation, operation, testing, storage and removal
- Licence requirements and applications including alcohol, Performing Rights, Entertainment etc.
- Catering restrictions and exclusions
- Provision of all event resources
- Operating and administering registration at ticketed events
- Carefully monitoring events open to the public and mark the precautions on the

### **Event Risk Assessment**

- You, as the event organiser, also assume duty of care for guests attending an off-site event organised by yourself on behalf of SU.

### **4. External speakers and VIPs**

Certain topics of discussion or external speakers may be permitted or refused. Please ensure your speakers and students are aware of SU's commitment to the PREVENT Policy for External Speakers. Please submit all speaker details on your **Event Risk Assessment Form** for consideration and approval. Any events with guest speakers which require further discussion will be passed to the University's PREVENT Officer for advice on whether or not permission for the speaker/topic can be granted.

The **Event Booking Form** and **Event Risk Assessment Form** includes the opportunity to capture the name of the speaker, the organisation(s) that they represent and the broad content of their presentations.

The **Events Team** will review the details and instruct the relevant university committee if required and if necessary, involve University security specialists or Police to ensure that: a.) the subject matter of the speech, the beliefs or history of the individual will not contravene the University's ethics policy and b.) any additional security requirements can be assessed and planned. A security charge will be passed to the event organiser/client.

You will also notify the **Events Team** of any VIP guests so we can discuss their requirements in detail. VIP guests or those with high media profiles may also require additional security arrangements which need to be taken into consideration and the **Events Team** should be notified if any of your guests fall into this category- even if confidentiality is required.

An event is not confirmed until approved by the **Events Team**. A further committee may be consulted which may delay an immediate decision on the confirmation of the booking. The University reserves the right to cancel an event should it raise concern nearer the event date upon the advice of wider University committees and contacts.

*Should this apply to your event, please contact the **Events Team**, who can send you the relevant documentation.*

## **5. Communication**

- No event may be advertised until it has been officially approved/confirmed by the **Events team**.
- If your numbers drop substantially, the **Events Team** reserves the right to re-allocate your meeting to a more appropriate room without causing unnecessary disruption to the booking.
- The **Events Team** reserve the right to refuse late changes as part of the booking policy. Event organisers are asked to politely respect this.

## **6. Press, media and marketing materials**

As an academic organisation, it is very important that all messages and communications put out relating to the University, its brand, staff and students is deemed to be appropriate.

- No event held at SU can be advertised until it has been officially approved/confirmed by the **Events Team**.
- The admission of press and radio/TV to any meeting or event must be notified to the **Events team** and **External Relations department** before permission can be granted: [news@solent.ac.uk](mailto:news@solent.ac.uk).
- Marketing materials may only be displayed as outlined by the **Events Team** and must not in any way damage the decoration or fabric of the building.
- All materials must be taken down and removed from the site immediately after the event has finished. Any materials left-over will be disposed of within 1 working day after the event date.

- The **Events Team** retains the right to remove any marketing materials which have not been approved or are not deemed to be appropriate for any reason.
- Unannounced press must be accompanied by a member of the event organiser's team and the University's Press Office within External Relations immediately notified: [news@solent.ac.uk](mailto:news@solent.ac.uk) 023 820 13040.

## **7. Food and drink on campus**

### **Booking catering**

Solent University has appointed Sodexo Education as its approved contract caterers for all food and beverages served in any of the University buildings, including the conference and events spaces.

Sodexo offers a wide range of menus as well as a bespoke event catering service for different budgets.

If you are ordering catering for your event, then the Advancement and Civil Engagement Team will manage this for you.

*Please note that if you order alcohol, then Sodexo will automatically inform the Events Team, who will follow up with the required documentation, should this not have previously been completed.*

*Please note, catering is not permitted in lecture theatres.*

### **External catering on campus**

It is not permitted for event organisers/clients to bring in their own food or to use external caterers.

Caterers or private individuals other than the University's official supplier, will not be given access to any University kitchen or related facilities.

### **Alcoholic beverages and cash bars**

Please note that only certain areas of the University are licensed for the service of alcohol. The **Event Team** can advise of available locations to host your event if you are unsure.

Cash bars can be provided but income will be taken by the hospitality team, not the event organiser/client.

Trained SIA security guards may be required if alcohol is being consumed on campus through cash purchases. This remains dependent upon the advice of the **Events team** on a per-event basis. Security is provided by the University at a charge to the event organiser.

In the event of a requirement for an extended, or additional licence cover, a minimum of 6 weeks' notice must be given in order for statutory approval to be sought.

In the event of the additional licence not being granted, the University retains the right to cancel the event or restrict alcohol service.

## 8. Stallholder events and external suppliers on campus

It is the responsibility of the event organiser to check any stallholders/sub-contractors bringing an activity/equipment/consumables or electrical equipment on campus and to collate the below documents before the event:

- PAT tested equipment
- Risk assessment and RAMS (method statement noting each activity they wish to provide)
- Public liability certificates
- Relevant insurance documents
- Assurance of competency (assurances that the company provides someone competent and trained to conduct the activity rather than untrained substitutes)

At stallholder events where suppliers/third parties are present the event organiser must be on site before third parties arrive to conduct an 'induction' and to adhere to the **Contractor Sign-in Process** if required.

The client accepts liability for the contractors/suppliers they are bringing on campus.

The SU Health & Safety team may conduct spot checks, the documents therefore need to be prepared in advance by the event organiser/client.

The University reserves the right to refuse/remove any third parties if a genuine concern has been raised.

*Should this apply to your event, please contact the Events Team, who can send you the relevant documentation.*

## 9. Activity not permitted on campus

- Canvassing by political, religious or commercial organisations is not permitted. This includes student-facing commercial organisations.
- The University must remain apolitical and as such events of a religious nature are not permitted on campus unless part of a university-led cultural event.
- For some larger events, the University may request an events licence from the Council is secured by the client before confirming the booking.
- Some University clubs or societies may be directed to the Student Union or alternative venues at peak times or offered off-peak opportunities to allow for maximum space usage.
- The University's Events team reserves the right to turn away any non-academic or commercial focussed events at peak times. Alternatives and advice will however always be provided.

## 10. Fees and additional charges

Charges for event hire might apply to cover any corresponding staff overtime, extra cleaning requests or if the organiser requires event management support from the **Events team**. Charges are subject to requirement and will be confirmed at the point of booking.

Charges will also apply to cover the cost of hospitality, should this be required for your meeting or event.

### **Chargeable services**

*Chargeable items (if applicable) include:*

- Catering
- Flip charts
- Stationery packs
- Event draping/room décor/lighting/floristry
- Security
- Out of hours assistance from staff
- Event accommodation
- Licences
- Hire of additional resources such as service ware
- Additional service staff
- Additional event cleans
- Any other non-standard room provisions

### **VAT**

All rates quoted are subject to VAT which will be applied to the final charges at the appropriate rate applying at the time of the event. The University is able to provide some services exempt of VAT to suitable qualified organisations/conferences however some charges are fixed with VAT inclusive.

## **11. Changing an event booking**

### **Making a change**

- Final changes can be made up to **5 working days before your event date** but cannot be guaranteed.
- Any changes made after this time will be considered but cannot be guaranteed.
- Both the event itself and any room bookings associated with it will remain provisional until the **Events Team** are satisfied that all health and safety and legislative criteria have been met.
- Should the organiser fail to take health and safety precautions required by the **Events team**, the University maintains the right to **cancel** the event without question.

### **Shortfall to numbers**

- In the event that the numbers attending any conference or event are significantly reduced below that stated when making the booking, you may be offered a smaller but more appropriate room for your event.
- In most instances, catering orders cannot be amended after they have been submitted. Please chat to the Advancement and Civic Engagement Team should you have any questions about your order.

## **11. Cancellation's policy**

Cancellations for bookings must be made at the earliest convenience so that the **Events Team** can maximise campus space.

In most instances, catering orders cannot be cancelled after they have been submitted. Please chat to the Advancement and Civic Engagement Team should you have any questions about your order.

## **12. Full Terms and Conditions**

The full [Terms and Conditions](#) can be found [here](#) and cover:

- Booking and payment
- Cancellations
- Terminations of letting
- The legal obligations of the organiser and their duties
- Liabilities
- Industrial disputes.

## **13. Contact**

If you require any further information or would like to discuss the specific elements of an existing or future booking, please find the contacts below:

**Advancement and Civic Engagement Teams**  
[mike.toy@solent.ac.uk](mailto:mike.toy@solent.ac.uk)

**Events Team**  
[conference.centre@solent.ac.uk](mailto:conference.centre@solent.ac.uk)  
023 8201 5757