

## Events Policy

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### GENERAL

1. This event policy applies to all campus events.
2. This Policy should be read in conjunction with the [Managing External Speakers policy](#). Where contradictions exist between these two policies, the Managing External Speakers policy will supersede.
3. The titles Principle Organiser (PrO) and Hirer are used interchangeably.

### HOW TO BOOK AN EVENT AT NEW COLLEGE OF THE HUMANITIES (THE COLLEGE)

4. The PrO is to submit an event booking request using the [Event Booking Form](#) at least 2 weeks in advance of the event date.
5. Licensable events require 3 weeks' notice due to licensing approval with Tower Hamlets council. [Temporary Events Notice \(TEN\) guidance](#).
6. A member of the [events team](#) will be in contact with the PrO to discuss the logistics, including equipment requirements, number of attendees/audiences, appropriate room/space, layout, licensing, event clashes etc.
7. The events team will consult with relevant departments and are responsible for providing the PrO with an outcome of their request.
8. In most cases events will be approved, and some may be conditionally approved. The PrO may only advertise their event after approval has been received.
9. An event request will be declined where it contravenes College policies, or where conditions (referenced in clause 14.) are not able to be agreed.
10. The PrO is able to challenge any declined event requests, any challenged requests will be sent to a member of the senior management team for a final decision.
11. The PrO must submit an [Event Risk Assessment](#) 36-hours in advance of the approved event date. Events are not able to proceed without a duly approved Event Risk Assessment.
12. By agreeing and completing the event booking form, the PrO accepts these Terms and Conditions of the College.
13. Failure to agree to the events policy in the events booking form will result in cancellation of booking.

### TERMS AND CONDITIONS

14. An event request will be declined where it contravenes College policies, where conditions are not able to be agreed, or where the risk-level is high.
15. The booking must be for the organisation or person only and for the purpose mentioned in the booking request.
16. The events team will liaise with the PrO for any pricing negotiations, building tours

and health and safety guidance required ahead of the event.

17. All external guests will need to sign in as visitors upon entry to campus.
18. A record of attendance must be taken for all external or licensable events and submitted to the College within 24hrs after the event.

### ACCESS AND SECURITY

19. Event attendees (including those working the event) are required to wear neck lanyards at all times.
20. All internal attendees need to follow normal access procedures. All external attendees need to be booked in, in accordance with the [visitors policy](#).
21. The College is able to facilitate events throughout business hours providing the event does not clash with teaching. College teaching hours are 09:00 - 18.00 Monday to Friday.
22. Events are typically required to finish by 22.00, and attendees are escorted safely off campus within 15 minutes.
23. Where an event is held outside of normal business hours (18.00 onward, Monday to Friday) the following terms apply:
  - 23.1. The College requires 'staff on duty' and security guards for these events, the number of which to be determined by the events team on a case by case basis. When events are outside of normal business hours security should be prioritised.
  - 23.2. Events need to conclude at 10pm, the event organiser is responsible for making sure all attendees leave the premises in an orderly fashion and do not disrupt the local residents upon exiting the premises. The College will be able to remain open until 11 to facilitate an after event clean up.
  - 23.3. Security guard bookings will be made by the College only, on behalf of the event organiser. Costs for security or 'staff on duty' are split between the PrO and the College on the below terms:
    - First security guard chargeable to PrO.
    - Second security guard chargeable to the College.
    - Third security guard chargeable to PrO.
    - Security Guard costs are split 50% between the PrO and the College for any additional requirements.
    - Security guard costs are estimated at £20 per hour.
  - 23.4. The 'staff on duty' or security guards are responsible for access to the building and ensuring the building is securely locked up following the event, including setting the intruder alarm. The event organiser will not be provided with keys.
24. The event organiser is to ensure a full guest list is available at the start of the event and located at the event area, with entry to the event to be managed accordingly. A member of the event team must be located on the front door for the full duration of the event. This person may be the 'staff on duty' or security guard.
25. The event and guests of the event are only permitted access to the areas that have been booked for the event. Access to any other rooms within the building is prohibited.

26. College staff can access the room at any time.
27. Attendees are able to ask security to call a cab for them if required to get them home safely, chargeable to the attendee who requires the service.
28. Directly after the end of the event, a post event report is required to be completed by the PrO and Security, and submitted to events the next day.
29. By attending an event, guests consent to having their photographs taken which may be published on College platforms. If photos are to be taken for this purpose, it will be stated on event communication materials.

### NOISE

30. All forms of entertainment must be disclosed in full on the room booking form.
31. The premises are located in a mixed commercial and residential area, and the Hirer must be considerate of the other tenants in the building and our neighbours.
32. The Hirer must be mindful of the open spaces within the campus as students and staff could be working and studying in the surrounding rooms and spaces.
33. The Hirer must ensure the noise level arising from music, live bands and participants is lowered to an acceptable level. Music and live bands should be prioritised earlier in the event schedule or at a time which is less disruptive to internal persons, other tenants and local residents.

### CLEANLINESS/BREAKAGES/USAGE RULES

34. Any decorations for events are subject to approval by the events team, the PrO is responsible for disclosing any decorations which will be used in events to a member of the events team in advance of the event taking place and making sure any decorations are included in their event risk assessment in case the decorations may cause a fire hazard or risk to attendees. The events team reserves the right to decline any decorations which are hazardous or may damage the building.
35. All events are subject to a mandatory 2 hour cleaner booking to facilitate a clean after events have concluded. Cleaners are to be booked via the College and charged to the PrO. Cleaners are charged at £20 per hour.
36. The event organiser must leave the premises in a clean and tidy condition at the end of the event. Should the premises not be returned to the College in a satisfactory state of cleanliness, cleaning charges incurred as a consequence will be recharged to the event organiser.
37. The event organiser is responsible for ensuring that any rooms used for events have been reset to the original format prior to the booking. For example: returning our classrooms back to normal after events have taken place. This needs to be done at the conclusion of the event as the College may have classes the next morning and our cleaners will need to access this space beforehand. The events team will provide you with a checklist ahead of your event.
38. Carpet cleaning charges may be incurred as a result of spillages and or staining.
39. All refuse from the event must be placed in the correct waste receptacles provided by the College in line with our [waste management policy](#).
40. Any loss, theft, damages, breakages or spillages must be reported to the facilities department within 24 hours of the event.
41. The event host will ensure that nothing is fixed to the floors, walls ceilings or other internal/external areas of the College premises with adhesives, screws, nails, drawing

pins or other forms of fixings without prior consent of a member of the events team.

### HEALTH AND SAFETY

42. The PrO is in attendance for the duration of the event, or will appoint a responsible person in their absence.
43. The event organiser must familiarise themselves with the location of the fire exits and ensure the fire evacuation procedure is visible to participants and located at the entrance of the space being used.
44. All fire exits must be left clear and unobstructed at all times.
45. The event organiser is responsible for evacuating attendees in the event of a fire or emergency.
46. The event organiser is required to undertake a risk assessment for the event, to be provided to the facilities department in advance of the event. Events can not proceed unless the Risk Assessment has been approved by the Facilities team.
47. Participants are not permitted to take alcoholic beverages and drinking glasses outside of the premises.
48. No form of smoking (including e-cigarettes/vapour) is permitted in or on the premises. Premises include out of windows and the external terrace. All attendees must comply with the [College smoking policy](#).
49. Only professional caterers are permitted to prepare hot foods on the premises, and only where disclosed on the room booking form. The supplier's name must be confirmed with the College at the time of booking.
50. Security guards are first aid, security and safety trained. All incidents are to be immediately reported to on duty security and records will be retained in accordance with College policies.
51. All incidents relating to first aid, fire and authorities must be reported to the facilities department following the matter being in hand.
52. The event organiser must notify the facilities department in advance of the event of any items of equipment to be brought into the building for the purpose of the event. All electrical equipment must have an up to date PAT certificate. All equipment must be removed from the premises by the end of the event, unless agreed otherwise with the facilities department. Electrical items remaining in the premises overnight must be left unplugged, this includes any College electrical equipment used for the purpose of the event.
53. Any equipment which can reasonably cause a fire hazard such as fairy lights, candles and fog/smoke machines are strictly prohibited in the premises. The Event host must disclose any equipment which they wish to use in the room on the event risk assessment
54. If food and drink is provided at events, self-serving options should be minimised where possible and appropriate food should be served and/or individually wrapped in accordance with health and safety best practices.
55. If any plates, cutlery and glasses are used for an event they should be single use and washed in the dishwasher before reusing.

### CONDUCT

56. The 'staff on duty' or security guards may take the decision to call an end to an

event ahead of the scheduled end time, or at the very least the participants violating the below should be immediately removed from the premises, if:

- 56.1. The event host will ensure that the event is conducted in an orderly fashion without causing a nuisance to other tenants or local residents and is fully compliant with directives or requirements from the College and all applicable laws, ordinances and regulations.
- 56.2. The behaviour of any of the event organisers personnel or participants is considered to be intentionally offensive, abusive, constituting a risk to health and safety, or otherwise unacceptable, including the use of illegal substances on the premises.

### LICENSE REGULATION

57. The College and event organisers have a legal obligation to comply with licensing restrictions, planning and statutory regulations. Anything which may appear to the College to be in violation of these must be immediately rectified.
58. The nature of certain events may require an **events license**. Where a license is required, the College as the tenant must apply for it via Tower Hamlets Council. The event organiser must have received the license prior to the event. A copy of the license must be located at the entrance and a copy retained by the College to accompany the room booking form. The cost of licensing will be passed onto the event hire.
59. The PrO or event host must not apply for any licensing without prior consent from the college.

### COLLEGE PROPERTY

60. The event organiser may have use of the College's furniture and equipment already located in the specified event space.
  61. The event organiser must make sufficient arrangements for the furniture to be returned back to normal at the end of the event.
  62. The event hirer may not use any other of the College's furniture and equipment unless this has been previously arranged with the facilities department.
  63. All borrowed items to be returned to their original location by the end of the event.
  64. The Event host shall take all reasonable precautions to ensure that no damage occurs to members or the property of the College, our landlords at Devon house, or the property of any local residents. In the event of any damage occurring the College reserves the right to render the Event host liable for any or all property damaged.
  65. In the event that any members of staff are injured as a result of the event or by the event host or any attendees, the college reserves the right to render the event host liable for any claims therein.
  66. In the event of damage to any of the College's equipment the event organiser will be billed. This will be the College's decision.
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<b>Title: Events Policy</b>					
<b>Approved by: Executive Committee</b>					
Version number	Date approved	Date published	Owner	Location	Proposed next review date
1.0	November 2021	November 2021	Director of Resourcing & Operations	NCH Academic Handbook/Policies & Procedures/General	August 2022
Referenced documents	Managing External Speaker Policy; Prevent Policy; Code of Practice on Freedom of Speech; Health and Safety Policy.				
External Reference Point(s)	UK Quality Code: Learning and Teaching; Tower Hamlets Council				