PROCEDURE FOR SETTING UP A STUDENT EVENT

Responsibility	Jan Frost, Vice Principal Students and Progress
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Approved by	SLT

Barton Peveril College Event Planning Guidance for Students, Staff and Visitors.

Students are welcome to make a request, via a Barton Peveril College staff member, to organise events to take place in college for a wide range of purposes including academic, social action or entertainment, in order to raise awareness or charity funds for appropriate causes. As part of this, students, staff and visitors may need to reserve a space or set up temporary 'pop-up' stalls. This procedure has been developed in order to permit the activity within a regulated framework that protects the College and the individuals involved.

To start organising your event you will need:

1. **A Barton Peveril College staff member to act as contact and Event Supervisor**
2. **Approval from Jan Frost, Vice Principal (Students and Progress). This can be obtained by the staff contact following the link below and completing the approval form.** Charity Stall Request Form

Raising Funds

The College will only accept funds for events collected on behalf of charities which have been approved by the Vice Principal (Students and Progress) using the Charity Stall Request Form including the official details of the charity or cause. Funds cannot be collected on behalf of individuals whether staff or students. Please read: Appendix 1: Raising Funds (amplification from Procedure for Setting up an Event).

Electrical equipment: If you are planning to use anything that needs to be plugged in it will need to be PAT tested (unless it is brand new), Please contact the Facilities team to arrange this Facilities@barton.ac.uk

Food: If your event includes the selling items of food then the following guidelines apply:

- Health and safety legislation means that students would not be able to use any of the college's catering facilities or equipment to cook or produce food for sale on the college site. Only authorised personnel are permitted to do this, so you would need to provide all of your own equipment.
- Should you be selling products that require refrigeration, you would need to have a way of storing these products safely i.e. in a cool box.
- You would need to ensure that you highlight all of the common allergens within products you are selling to your customers and you must also provide a detailed list of ingredients for all products as per the college's allergen policy.

- Barton Peveril College holds the highest regard for the protection and safety of students, staff and visitors, including the safety of the food they consume, to ensure foods are produced to the required standard and compliant with all relevant policies and food safety laws.

Visitors to Site: If you are organising an event with an external visitor on site such as a speaker or charity representative, you will need to let Reception know they are coming (Email Reception at reception@barton.ac.uk). Visitors to site should be accompanied by a staff member at all times on campus. If you need a parking space reserved for visitors please use this Parking Request Form.

Key Staff Contacts

FOOD: If you require any additional information regarding the selling of food items, the correct way of storing products or allergen information please contact the Catering & Retail Manager at jfl@barton.ac.uk

FACILITIES: Anyone wishing to hold an event in college hours and in teaching spaces should email the relevant contacts for the location where they wish to have the 'pop up' stall**.** For example, if your event is in the Sports Hall (lfh@barton.ac.uk) or theatre (bop@barton.ac.uk), please ensure the director of the relevant department has given you access to the spaces for minimal disruption to teaching. These spaces should be booked on Focus by your staff contact.

To use any college spaces for your event outside of college hours you will need to contact the Facilities team Facilities@barton.ac.uk for guidance on availability and arranging requirements.

For the Student Centre or cafes, please contact the Catering & Retail Manager at jfl@barton.ac.uk

For all other spaces and if you require tables, chairs, a power supply or other equipment this will be set up and removed by the Facilities Team, in order to ensure compliance with Health and Safety risk assessments. Please contact the Facilities Administrator at Facilities@barton.ac.uk to arrange this. Staff members should raise an Estates helpdesk ticket to arrange planned furniture set-up using Estates@barton.ac.uk

PROMOTION: For support publicising your activity, getting your event added to the College Calendar and for approval of posters please contact marketing@barton.ac.uk.

I.T.: If you are planning on using any computing equipment for your event or need assistance with supplying chrome books or any technical help please contact the IT team at helpdesk@barton.ac.uk

Terms & Conditions

By applying to the College to hold a temporary event you, the organiser, agree to the following terms: Appendix 2: Terms & Conditions

For any questions about planning college events please contact our Facilities Administrator Facilities@Barton.ac.uk