

Public Realm – Phase 1A

Events Management Strategy



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1. Introduction

Phase 1A of the University's Public Realm Masterplan includes refurbishment of the existing All Saints Park, together with expansion of the public realm through the closure of Cavendish Street and Lower Ormond Street to normal vehicle traffic. New trees and street furniture will create a positive streetscape with space for temporary events, activities, as well as pop-up retail facilities.

This document summarises the event management strategy for the Public Realm – Phase 1A, alongside other University guidance documents.

2. Types of Events

Events within the Public Realm – Phase 1A include the following categories:

- University Calendar Events
- Special Events

University Calendar Events include the following core activities:

- Graduation
Duration – 2 weeks in July
Graduation ceremonies are held at the Bridgewater Hall but supporting activities may be planned within the Public Realm.
- Welcome Week
Duration – 1 week in September
Pop-ups and stalls to welcome new students to the University.
- Open Days
Duration – 4 days (undergraduate)
Typically, one Wednesday in June, two Saturdays in October and one Saturday in November. Pop-ups and stalls for prospective students and visitors.

Special Events encompass any other use of the Public Realm by the University related to teaching or other activities:

- Student Fairs
- Wellbeing activities
- Pop-up markets
- Occasional outside events

3. Events Management

Requests to hold events or activities in All Saints Park or the surrounding Public Realm must be discussed with the University's Facilities Managers (External) who look after the space (facilitiesexternal@mmu.ac.uk). A booking form is required to request permission for events – see Appendix A.

The booking form details the terms and conditions for use of the park, which include the management arrangements.

University events must also follow the 'Events: Health and Safety Guidance' (see Appendix B) and associated documents.

The use of temporary 'pop-up' stalls must follow the 'Pop-up Stall and Events Guidance for Students and Staff' (see Appendix C).

4. Pedestrian and Vehicular Access

Events should ensure that full access for pedestrians and service vehicles to surrounding streets and buildings will be maintained.

Any events which may impact access to St Augustine's Catholic Church should only proceed with the approval and agreement of the Church.

Events should ensure that access to the Cavendish Street cycle route is maintained through the shared space.

5. Restrictions

The park must only be used as public open space, therefore, any events to the Phase 1A area must not restrict access or cause nuisance to the public.

Restrictions on use of Phase 1A of the Public Realm are detailed within the terms and conditions of the booking form (see Appendix A).

The footpaths on the south-side of Cavendish Street and the west-side of Lower Ormond Street remain 'adopted' and should be kept clear from obstruction, except when the relevant permit or licence is granted by Manchester City Council Highways.

6. Hours of Operations

Events will generally take place during typical University building opening hours, unless agreed by exception:

Typical building opening hours are as follows:

During term time

- Monday to Friday: 8:00am – 8:00pm
- Saturday: 9:00am – 5:00pm
- Sunday: Closed

Outside term time

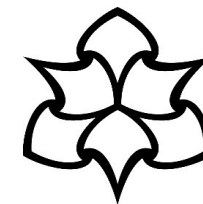
- Monday to Friday: 8:00am – 6:00pm
- Saturday: Closed
- Sunday: Closed

Note – individual building opening hours vary.

Out of hours events will be agreed by exception in accordance with the restrictions noted in Section 5 and Appendix A.

Appendix A

All Saints Park / Brooks Open Field Event Booking Form



ALL SAINTS PARK / BROOKS OPEN FIELD EVENT
BOOKING FORM

Key Contact at MMU: *[Insert Name]*
[Insert Address]
[Insert Contact Number and email address]

All Saints Park, Oxford Road, Manchester, M15 6BH
Brooks Open Field Park Bonsall Street, Hulme, M15 6GX

Contact in the case of emergencies: *[Insert Contact Details]*

By signing this Booking Form I/we understand that I/we are agreeing to comply with the attached Terms and Conditions. I/we have read and fully understand the Terms and Conditions and have had the opportunity to raise any questions or concerns with MMU before signing. This Booking Form and the Terms and Conditions will comprise the Agreement between us. I/we understand that MMU will make no charge for the booking, however, by entering into this Agreement I/we accept responsibility for paying all charges, expenses or costs arising under this contract. I/we understand that I/we may not transfer any rights under this Agreement to any other person or organisation. I/we understand that it is my/our responsibility to ensure that our employees, agents and attendees adhere to the Terms and Conditions.

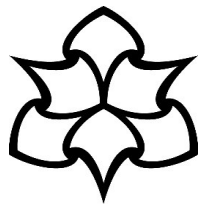
Event (including anticipated maximum number of attendees)	
Date and Time	
All Saints or Brooks Field	
Organiser's Name	<i>[Where this is a company or other legal business entity please provide the company name and registered number]</i>
Organiser's address and contact details	
Purpose of Use	
Additional Information	<i>[Insert any specific information relevant to the booking ie children attending, use of facilities]</i>
Cost centre to be recharged to remedy breaches to T&C's	

Signed:

Full Name:

Position: (if applicable)

Date:



Terms and conditions

Your Use of the Parks

1. The University reserves the right to refuse a booking at its sole discretion and without providing a reason. All bookings are on a provisional basis only until you sign this Agreement and will not be binding until it is then countersigned by an authorised officer at MMU and confirmation of the booking is issued to you. If you want to make any changes to the booking then you must inform MMU in writing and if such changes are reasonable they may be accepted by MMU and such changes, once accepted by MMU in writing, shall amount to a variation to this Agreement.

MMU grants you permission to use part of (as agreed with and directed by MMU) All Saints Park (the “Park”) or Brooks Open Field (the “Field”) (on a non-exclusive basis) on the date and during the times specified on the Booking Form only. The permission and this Agreement will expire immediately at the end of the Event (save for those provisions that survive termination or expiry) and such permission will not confer any tenancy or such other interest upon you. MMU reserves the right at all times to enter the Park / Field for any reason. Permission to use the Park or Field for your Event, does not prohibit other users from accessing, using or otherwise enjoying the Park / Field. You must comply with all reasonable directions and instructions provided by MMU and its employees or permitted agents during the Event.

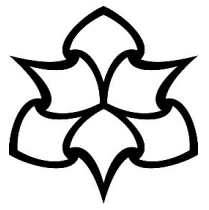
Your Responsibilities

- 2.1 The Event must be properly supervised by you at all times. It is your responsibility to satisfy yourself that the Park is suitable for the Event. MMU gives no warranty that the Park / Field is suitable or fit for any specific purpose including for use for the Event. The Park / Field is not to be used by you for any purpose other than the Event and the Purpose specified on the Booking Form (or as otherwise agreed by any variation to this Agreement in accordance with Clause 1). You will ensure that the Event finishes on time. In particular, you confirm that as part of the Event you will not and you will procure that your employees, agents and attendees do not:

Make any alteration or improvement in the character or design of the Park / Field; construct or commence the construction or erection of any buildings, structures or platforms; use amplifiers / loudspeakers or equipment of a similar nature or play music or other audio; bring hazardous or dangerous items onto the Park / Field; bring alcoholic beverages or materials onto the Park / Field; serve food or beverages, use the Park / Field for unlawful or immoral purposes; complete any act that may cause a nuisance to MMU or other Park / Field users or neighbours; bring animals to the Event; complete any sporting , activities as part of the Event; hold or permit to be held any sale by auction; or use the Park / Field for the open storage of goods or materials.

Further:

- The university does not allow political groups or protesters to set up or hold meetings in the Park / Field.
- You will ensure that your Event does not interfere with other Park / Field users’ peaceful enjoyment. In the event that we require a person or persons to be removed from the Park / Field who is associated or attending your Event this will be at your own cost and without liability on our part.
- You shall not display or fix any permanent signage, banners or notices to any part of the Park / Field. Any temporary signage will only be allowed if agreed with MMU 5 working days prior to the Event. MMU reserves the right to ask you to remove (at which point you shall remove) any agreed temporary signage if in MMU’s reasonable opinion it is untidy or has otherwise been altered in such a way as to be inappropriate or offensive.
- You will ensure that the maximum number of attendees at the Event will not exceed a total of 200. Upon booking, you will inform MMU of the expected number of attendees and advise MMU in writing if anticipated numbers are subject to change.
- You will not use MMU’s name, logo or trademark(s) without our prior written consent.



Licensing, Permissions or Consents

- 2.2 You are responsible (including all associated costs) for ensuring that you obtain any licence or other consent or permission (of a private or public nature) that is required in order for you to deliver your Event or to complete any of the activities that may take place during the Event. You will not do, omit to do, or permit any act that might constitute a breach of applicable laws including breach of any statutory or licensing requirements. Any application for consent or a licence should not be made until this Agreement is fully signed.

Health and Safety

- 2.3 You will be responsible for the security and safety of your Event. You will be responsible for all health and safety obligations relating to your Event and all equipment and materials used by you for it. All electrical equipment brought onto the Park / Field must hold a current PAT test certificate. You will be responsible for all damage and losses to persons or property caused by electrical equipment and wiring. MMU will not be liable for any loss you incur due to any inability of you to operate any equipment you intend to use nor will MMU be liable for any damage to property resulting from your use of the Park / Field. MMU will not supply any facilities such as electricity, gas or water. You must ensure that you, your employees, agents and Event attendees observe all of our health and safety practices and procedures as notified to you (if applicable).

You are responsible for producing and providing us with a risk assessment for your Event and any activities associated no later than 14 working days before the Event. The event will not be authorised to proceed until MMU has approved this risk assessment. In the event of a reportable incident occurring in connection with the Event you will be responsible for ensuring that the relevant authorities and MMU are notified.

- 2.4 You recognise that MMU operates a no smoking campus.

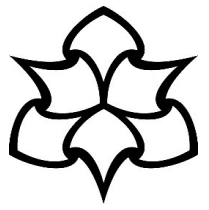
- 2.5 Events that include children (those under the age of 18 years) must be disclosed to us on the Booking Form. If your Event will involve the attendance of children you shall remain responsible for all legal safeguarding requirements including adequate supervision.

At the end of the Event

- 2.6 At the end of the Event you will leave the Park / Field in a clean and orderly state and remove all rubbish and litter and any equipment brought upon the Park / Field by you. You will make good any damage that has been done to the Park / Field as a result of the Event or by attendees at the Event. MMU shall be entitled to invoice you for the costs of undertaking, or engaging contractors to undertake, this restoration in the event you fail to do so, or, should you not make good any damage or leave the Park / Field in a clean and orderly state, all to the satisfaction of MMU. As an example, failure to remove rubbish will result in a minimum charge of £10 per 80L plastic sack left behind. Should there be a need to also collect up rubbish, this will be charged at £20 per hour.

3. Liability

- 3.1 In recognition of the fact that MMU is not making any charge to you for your use of the Park / Field for the Event, you agree that MMU will not be liable to you or to any of your employees, agent or Event attendees for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by you or arising out of this Agreement or your use of the Park / Field. Without prejudice to the generality of the foregoing, MMU will not be liable for any damage to property; any act causing the Park / Field to be temporarily closed or the Event to be interrupted or cancelled; third party claims made against you or any other event or circumstances otherwise arising out of your use of the Park / Field. We do not exclude or limit liability in respect of death or personal injury resulting from our negligence, or for fraud or fraudulent misrepresentation. MMU shall not have any liability to you for any indirect or consequential losses (even if we were informed of their possibility), and nor do we accept liability for any economic loss: loss of profit



or anticipated savings arising further to this Agreement and/or following any termination of this Agreement by us.

- 3.2 You will indemnify and keep MMU indemnified in full against all liability, loss, damage, costs and expenses incurred by or awarded against us (including for the avoidance of doubt any third party claims or regulatory sanctions) as a result of or in connection with the Event or any breach of this Agreement or applicable laws. Any loss or damage to our buildings, the Park / Field or contents is your full responsibility and repair or replacement (in our sole discretion) will be paid by you.
- 3.3 You must ensure that you are full insured by a reputable UK insurer against all losses and liabilities referred to within this Agreement. At the time of booking you will need to provide MMU with a copy of your valid public liability insurance cover which shall have a minimum cover limit of £5,000,000 (five million) and which covers the full period of the Event 14 working days before the Event.
- 3.4 The provisions of this clause 3 shall continue after expiry or termination of this Agreement howsoever occasioned.

Termination and Cancellation

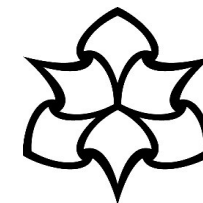
- 4.1 Either party reserves the right to cancel the booking and terminate this Agreement for any reason and without liability by providing 14 days' notice in writing. MMU shall be entitled (without liability) to terminate this Agreement with immediate effect by providing notice in writing if:
- the details of the Event materially change or if the purpose of use is different than confirmed upon the Booking Form
 - the number of attendees exceeds the maximum previously agreed between us
 - If you are in breach of any of the terms of this Agreement
 - You are unable to supply us with an appropriate risk assessment in accordance with Clause 2.3 and /or your insurance documents in accordance with Clause 3.3.

- If in our reasonable opinion your use of the Park / Field or the Event may cause us embarrassment or otherwise adversely affect our reputation.
- If MMU is unable to honour the booking due to unforeseen circumstances or events beyond its reasonable control
- You cease or threaten to cease carrying on business; are unable to pay your debts as they fall due or becomes insolvent; enter into any arrangements with your creditors; take or suffers any step in relation to winding-up dissolution or administration; or have an administrator, receiver or any similar officer appointed in respect of your assets.

- 4.2 Upon termination consent for you to use the Park / Field for the sole purposes of the Event shall be immediately revoked.

5. Other Provisions

- 5.1 All notices given under this Agreement shall be in writing and shall be delivered personally or sent by first-class post or recorded delivery to the addresses set out within this Agreement.
- 5.2 In the event of any difference or dispute arising between the parties concerning the interpretation or validity of this Agreement or the rights and liabilities of the parties hereunder then both parties will in the first instance attempt in good faith to discuss and negotiate a settlement of such dispute between appropriate personnel. In the event that a resolution is unsuccessful the Parties will escalate the dispute within 10 working days to more senior personnel of the Parties who will again attempt to settle the dispute or matter at issue. If such discussions fail, the Parties shall be at liberty to adopt any alternative dispute resolution methods as they deem appropriate.
- 5.3 Nothing in this Agreement confers or is intended to confer any right under the Contracts (Rights of Third Parties) Act 1999 which is enforceable by any person who is not a party to this Agreement and the rights of any third party under the said Act are hereby expressly excluded.



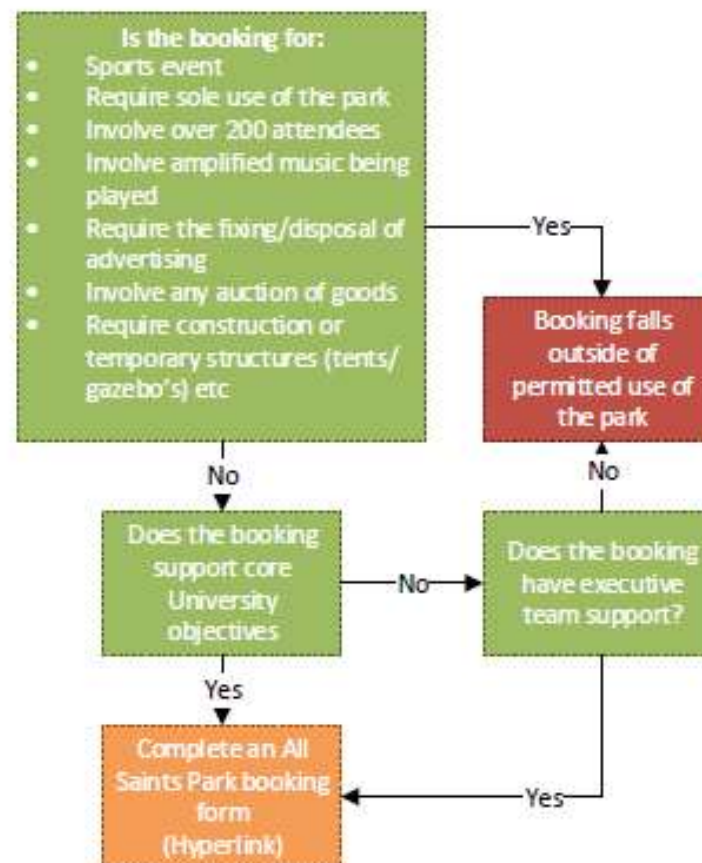
- 5.4 This Agreement constitutes the entire Agreement and understanding between the parties at the date of the Agreement on the matters covered by it. This Agreement consists of the Terms and Conditions and the Booking Form. In the case of any inconsistency with any other document, such as an acknowledgement, purchase order or contract terms sent by you to us or any other communication between us whatever may be their respective dates the provision of this Agreement (including the Terms and Conditions) shall prevail unless expressly varied in writing.
- 5.5 MMU will always process your personal information in accordance with the Data protection Act 1998, its registration with the Information Commissioner's Office (MMU: Z5710637) and its Data Protection Policy. Please see www.mmu.ac.uk/policy and www.ico.gov.uk/register for further information. You will note our obligations under the Freedom of Information Act 2000 and any codes of practice and best guidance notes issued by the government and appropriate enforcement agencies. You particularly note that we may be required to provide information relating to this Agreement or yourself to a person in order to comply with our obligations under the aforementioned legislation.
- 5.6 This Agreement shall be governed by and construed in accordance with English Law and each party agrees to submit to the exclusive jurisdiction of the English courts. Any reference to legislation is to such legislation as amended and in force from time to time, including any legislation which re-enacts or consolidates it, with or without modification. You shall comply with all applicable laws, including but not limited to all health and safety legislation and regulations, the Equality Act 2010 (to the extent it applies to your use of the Park or the provision of the Event) and the Bribery Act 2010.

Please return this form, once completed to :

Facilities External
ef.helpdesk@mmu.ac.uk

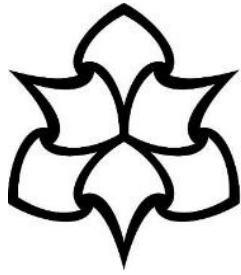
The booking is not authorised until a copy of this form, signed by Jo Hilton is returned to the organiser and this should be retained to provide evidence of the booking.

Authorised Date



Appendix B

Events: Health and Safety Guidance



**Manchester
Metropolitan
University**

Events: Health and Safety Guidance

This guidance document forms part of the arrangements to implement the University's [Health and Safety Policy and Schedule of Responsibilities](#) and must therefore be adhered to accordingly.

The following guidance on Event Health and Safety consists of the following:

- **Purpose of guidance**
- **Responsibilities**
- **Monitoring and review**
- **Frequently asked questions**
- **Related documents**

1.0 Purpose of Guidance

This guidance provides advice on safety arrangements, notification and licensing, and communication with stakeholders in other University departments for the approval, planning and delivery of events. This guidance should be used when planning events on campus. Many elements of this guidance can be used for planning events off-campus however, additional external venue processes will apply.

An event is a planned function or activity that isn't part of normal teaching activity or research and involves a gathering of staff, students, guests, or the public. Events may include the serving of food and drink, delivery of activities and workshops, celebrations, or speeches by internal and/or external guest speakers.

Exemptions from this guidance include business-as-usual lectures, departmental and business meetings, small private functions (e.g., a team meal/social), and other small-scale events that do not meet any of the criteria as listed within this guidance.

Each event, whether organised by students, staff, or an external organisation must have a member of staff, e.g., at line manager or Head of Department level who has responsibility for ensuring that all regulatory and university requirements are complied with, including risk assessment, licensing, event management and health and safety management.

2.0 Responsibilities

Faculty Pro-Vice-Chancellors (FPVCs): To ensure so far as is reasonably practicable that:

- Risk assessments are in place and being regularly reviewed to manage the risk of events, including set-up, delivery, and decommissioning
- Suitable and sufficient resources for the management and delivery of events are made available.

Senior Managers (including Heads of Departments and Directors/Heads of Service):

To ensure so far as is reasonably practicable that:

- Processes are in place so that all event-related activities are appropriately risk assessed and reviewed, including those parts of the event/activity delivered by external groups
- The health and safety impact of events is assessed during the planning phase of the activity
- A Nominated Responsible Person is nominated to coordinate the event

- Risk assessments for events are approved at Senior Manager level.

Line Managers/Supervisors/Tutors: To ensure so far as is reasonably practicable that:

- Any event activities that involve a significant risk to the health and safety of employees, students and others are appropriately risk assessed
- Employees are appropriately trained to carry out risk assessments and are supported to plan events
- Contents of risk assessments/control measures are appropriately communicated to relevant stakeholders and participants
- Monitoring that risk controls for the event have been followed, including controls identified in supplier/external organisation risk assessments
- Participate in investigations into health and safety incidents relating to the event.

Nominated Responsible Person: To ensure so far as is reasonably practicable that:

- All relevant event documentation and risk assessments are up-to-date, readily available and retained as per the University Retention Schedule
- Relevant stakeholders have been consulted about the event during the planning phase
- External organisations or groups supplying a venue, service or activity for the event have been asked to provide a risk assessment and a safe system of work or method statement
- Health and safety information in the form of an event risk assessment and a health and safety induction is provided to external providers and contractors supporting or delivering the event
- Risk assessments for events have been approved by an appropriate person and agreed by stakeholders
- They act as liaison between external groups and University
- They provide a health and safety briefing to staff, student ambassadors/volunteers and/or external agency who are delivering or supporting the event
- They remain on site at the event and contactable for the duration of the event
- They work with stakeholders to manage and respond to health and safety incidents during event set-up, delivery and decommissioning
- They report health and safety incidents to the H&S incident reporting portal

Estates, Facilities and Capital Development: To ensure so far as reasonably practicable that:

- Support is provided for booking internal and external campus locations
- Providing guidance on charges for out of hours or additional staffing and cleaning
- Requests for events on-campus are reviewed
- Guidance is provided as to which activities are permitted within campus buildings and on external campus grounds

Conferencing and Events Team: To ensure so far as reasonably practicable that:

- The planning and delivery of commercial events and events organised for external organisations is provided and managed by the Conferencing and Events Team
- Risk assessment for commercial events and those organised for external organisations are provided

- Contracts and agreements for external videography support is provided to the Nominated Responsible Person.

Campus Security: To ensure so far as reasonably practicable that:

- Guidance and support are provided for security related risks.
- Information is provided on how to respond to security emergencies is available to the Nominated Responsible Person for the event.

Technical Services: To ensure so far as reasonably practicable that:

- Guidance and/or support is provided for items provided through the [Assist Portal](#)
- Provide guidance on who to contact in external organisations when requesting technical equipment for events

Staff, Students and Visitors: To ensure that they are:

- Working safely in accordance with all current risk assessments and associated arrangements
- Not undertaking any activities or actions that might pose an uncontrolled risk to their own or others health and safety

Health and Safety Team: To ensure that they:

- Provide advice and guidance on the procedures for planning and risk assessing events.

3.0 Monitoring and Review

This guidance will be reviewed every 3 years or sooner if required.

Risk assessments for events should be reviewed at least annually and sooner following an accident or near miss, if the activity has changed, or when the risk assessment is no longer suitable.

4.0 Frequently Asked Questions

General Information

Which events are covered by this guidance?

This guidance applies to events such as:

- end of semester or end of year celebrations;
- theatre productions;
- outside events such as firework displays and barbecues;
- events hosted for external organisations or groups;
- degree shows and exhibits;
- graduation ceremonies;
- music events;
- open days and welcome events;
- conferences;
- any event that involves the erection or installation of temporary structures such as marquees or fabricated display boards;
- any event that is put on for public attendance;

- Community events e.g. an event held on campus which is delivered by a community/voluntary organisation or co-produced with communities (outside of normal teaching or research activity)
- School and College visits
- any event that could have an impact on University grounds or buildings;
- any event that has more than 50 attendees or one or more high profile guests;
- and events involving the provision of food or alcohol by Manchester Metropolitan Hospitality or other approved vendors.

This guidance does not apply to business-as-usual lectures, departmental and business meetings, small private functions (e.g., team celebrations/socials), and other small-scale events that do not meet any of the criteria as listed within this guidance.

Set-up of single stalls/pop-up stalls must follow the [Pop-up Stall and Events Guidance for Students and Staff](#) and must have a risk assessment (please see [Risk Assessment Template Library](#) for examples).

Who is responsible for an event?

The Faculty/Directorate of the Nominated Responsible Person remains responsible for the management, planning, delivery, decommissioning and the health and safety of the event.

Who should be the Nominated Responsible Person?

The Nominated Responsible Person should be a member of university staff, preferably a manager or Head of Department, or a person with sufficient authority who has knowledge or experience in planning and delivering events. The Nominated Responsible Person should be familiar with the venue and should be available to be onsite for the duration of the event. For longer events it will be necessary to have one or more deputy Nominated Responsible Persons to ensure there is cover for the event. The [Events Checklist](#) should be used to record key personnel and any actions that need to be taken. If you would like the Events Planning Checklist in a table-less format for accessibility reasoning, please reach out to safety@mmu.ac.uk.

What about events hosted for an external organisation or group?

Commercial events organised by an external organisation or group and hosted at the University will need to be booked through the [Conferencing and Events](#) team. Community events will need to involve the Public Affairs - Community Engagement team. The Conferencing and Events team works with staff to help them bring commercial conferences to the University, and then work with those staff and other services across Manchester Met to help deliver successful conferences. Events will still require a Nominated Responsible Person from the relevant Faculty/Directorate/Department if being arranged in collaboration with a Faculty/Directorate/Department. For community events being run in the Brooks Building, the Nominated Responsible Person will need to complete and submit the [Community Events Form](#).

What about events organised by students?

Events organised by students still require a Nominated Responsible Person from the Faculty/Directorate. The Nominated Responsible Person will act as liaison between the students and University stakeholders and will ensure the relevant risk assessments and

licenses are in place for the activity. The Nominated Responsible Person will need to be available on site during the student event to help manage and respond to incidents.

Event Planning Process

What are the process stages for delivering an event?

The process for delivering an event has three main stages:

- **Planning:** The Nominated Responsible Person categorises their event and liaises with the relevant stakeholders. The elements of the event are planned and agreed with the stakeholders, and the risk assessment is completed. Risk assessments from contractors and suppliers are obtained, as well as confirming licenses and insurances for the event – this includes seeking Public Liability Insurance from external groups/facilitators. Arrangements for additional staff, student ambassadors and cleaning are made. Any builds and floorplans are designed and agreed for the event.
- **Delivery:** The Nominated Responsible Person (or their deputy) is continuously present and remains sober and responsible for the health and safety management of the event. The nominated responsible person coordinates or delivers a health and safety briefing to all colleagues, student ambassadors/volunteers and external facilitators at the beginning of the event. The Nominated Responsible Person acts as the main point of contact to report accidents and near misses to the H&S incident reporting portal and will liaise with other teams to manage incidents.
- **Decommissioning:** The Nominated Responsible Person ensures any contractors, suppliers, external agency/group, or their own team decommission the space safely and ensures that the space is returned to its original state. Any incidents during decommissioning should be reported by the nominated responsible person to the [H&S incident reporting portal](#). Any requests for repairs should be recorded on the [Estates and Facilities Helpdesk](#). The nominated responsible person should arrange for a post event review of the event (e.g., lessons learnt meeting) and should share any lessons learnt with the stakeholders.

There is an [Events Planning Checklist](#) to help you with your planning.

Which stakeholders should I include in my event planning?

Depending on the nature of your event, including any activities, contractors, suppliers or external agencies/groups, you will need to liaise with one or more of the following stakeholders:

- Head of Department or Service to ensure the event is supported, meets strategic priorities and resource is confirmed
- [Conferencing and Events Team](#) – if you are planning a large-scale event or hosting a commercial event for an external organisation or group. You should also contact this team if you are planning to have filming provided by an external organisation.
- [Timetabling](#) – to ensure you have booked the space for your event (see Technical Services for booking specialist spaces).

- [Facilities Management](#) – to confirm arrangements such as: utilities, cleaning, and additional staffing and to confirm where these are needed outside of normal opening hours.
- [Asbestos Safety Team](#) - To confirm before any intrusive works commence, such as new installations or fixings to the fabric of the building, that they are safe to proceed.
- [Campus Security](#) – to confirm security arrangements.
- [Faculty Planning and Operations \(FPO\) team](#) – to access support on operations, space and resource planning and to facilitate oversight of events on campus.
- [Catering Team](#) – to arrange refreshments supplied by Manchester Metropolitan Hospitality. If you are planning external catering, you will need to inform Facilities Management colleagues and the Catering Team and ask for the external caterer's risk assessment.
- [Fire Safety Team](#) – to confirm arrangements for evacuation and fire safety and occupancy figures for planned event spaces based on the fire strategy.
- [Space Management](#) – for seeking assistance with floorplans for your event.
- [Health and Safety Team](#) – to seek feedback and advice on your risk assessments for the event, including how reasonably foreseeable incidents will be managed, and for participation in the pre-event H&S walkthrough.
- [Technical Services](#) – for booking specialist spaces and to arrange technical support for set-up, delivery, and decommissioning (e.g., AV equipment, videography, exhibition builds).
- [ITD](#) – to arrange set-up or support for in-room AV equipment (e.g., Lecture theatre sound and visual equipment)
- [External Relations](#) – to promote your event and to discuss if you have any high-profile guests or collaborations, or if there will be press at the event.
- [Community Engagement Team](#) -Where the event involves engagement with the local communities or local government e.g., Ward Councillors.
- [Public Affairs](#) – Where the event involves engagement with key political or policy figures e.g., Leader of Manchester Council, MPs, GMCA.
- [Marketing and Branding](#) – for information on publicising and creating resources for your event
- [Jobs4Students](#) – to recruit student ambassadors to support your event.

Most stakeholders will need notifying a minimum of 4 weeks before the event. Large or complex events will require a longer notification period.

Event Considerations

Do I need a risk assessment for my event?

Yes. Events will need a risk assessment and it is the responsibility of the Faculty/Directorate to ensure that this is in place before the event goes ahead. It is recommended that the Nominated Responsible Person starts the risk assessment during the early stages of their planning. Staff can access template risk assessments for events in the [risk assessment template library](#). The risk assessment should include all significant hazards involved in the event, including reference to external supplier risk assessments and any hazards during the set-up and decommissioning of the event. If organising an event with or for an external group, you will need to provide a risk assessment for the space to the external group along

with information on how to report incidents and procedures for responding to emergencies; the external group will also need to provide a risk assessment for the activities they will be doing within the space.

Advice on how to complete a risk assessment can be found on the [risk assessment guidance page](#).

The event will involve children and young persons under the age of 18, should I consider this in my risk assessment?

Yes. The risks to persons under the age of 18 will need to be included in the risk assessment. Please see the [Young Persons \(aged 16-18\) on Campus Guidance](#) and the [Children on Campus Guidance](#).

Those attending or supporting the event may have dietary requirements, accessibility needs or require evacuation assistance, where can I find guidance on this?

EDI have created [A Guide to Planning Inclusive Events, Training, Seminars and Producing Materials](#) to support event organisers. You should also see [Personal Emergency Evacuation Plans \(PEEPs\)](#) guidance for information on how to plan support for people should they need to evacuate the event.

Is the event covered by university insurance?

Most events will be covered by university insurance. However, some higher-risk activities (e.g., overnight activities, high-risk activities, or regulated entertainment) may not be. The Nominated Responsible Person should consult the [Insurance Officer](#) to confirm if their activities are covered and if they need to obtain Public Liability Insurance from external groups and/or contractors. In some cases, it may be necessary to obtain a license from the Local Authority.

Does the venue have a fire risk assessment?

Yes, all University premises have got a fire risk assessment. To find out further details about the venue's fire safety, and to access evacuation plans and fire evacuation inductions please visit the [Fire Safety page](#). The Nominated Responsible Person should communicate the evacuation plans to those involved in the event, e.g., via a pre-event health and safety briefing.

Where do I get information about capacity limits?

Capacity limits in spaces are determined by the area of the room and any additional furniture or activity within the space. The nominated responsible person should contact the [Space Management](#) and [Fire Safety Team](#) team to confirm capacity limits for their event as well as arrangements for emergency evacuation.

Is there anything I should consider when planning guest speakers?

Yes. When planning guest speakers, the Nominated Responsible Person should consider how high-profile they are and if they represent an organisation or views that are controversial, political or of a campaigning nature, as this may increase the risk of their event. The Nominated Responsible Person may need to implement controls to mitigate against increased risk such as limiting attendance to invite only, limiting how you publicise an event, or arranging additional security. The Nominated Responsible Person should also review the Events with [External Speakers, Participants and Guests guidance](#) for information on how to seek approval for external speakers. You should also see [A Guide to Planning](#)

[Inclusive Events, Training, Seminars and Producing Materials](#) when arranging event materials.

Do I need to inform attendees if my event has content or exhibits of a sensitive, mature, or upsetting nature?

Yes. Any event, or part of an event (e.g., gallery space/performance), that has content or exhibits that could be sensitive, mature, or upsetting should be appropriately identified through signage on the entrance to the space and in event promotional material. The nominated responsible person should consider planning alternative routes for guests or participants that do not want to see or engage with that content. Information about potential triggers and mature themes should be included in event communications provided to guests and participants, including staff and students supporting the event. Where sensitive content may be added to interactive art/notice boards, controls should be considered on how to manage and respond to such content. Sensitive and mature content should be included as a hazard in the event risk assessment along with any implemented controls.

How do I arrange for additional security?

The Nominated Responsible Person may need additional security if your event is outside of normal working hours, or if your event involves VIPs, large crowds or the public. The nominated responsible person should discuss their security needs with [Campus Security](#) in good time before the event. A cost code will need to be provided to cover additional staffing, if required.

Do I need to arrange for additional staffing or cleaning?

Depending on the type of event, the Nominated Responsible Person may need to arrange for additional staff cover for things like reception cover, cleaning, or catering. They should arrange staff cover with the relevant teams (e.g., [Facilities Team](#) or [Catering](#)) and may need to provide a cost code to cover additional staffing.

How do I arrange first aid for my event?

First aid is provided through the normal University procedures. A First Aider can be requested using [Tel:2222](#) or using the [SafeZone](#) app to contact Campus Security. A list of [First Aid Rooms and Defibrillator](#) locations can be found on the staff intranet.

Do I need an emergency plan for my event?

Yes. The Nominated Responsible Person should consider which reasonably foreseeable incidents could occur during the event and plan how those incidents will be managed. Actions and controls for emergency response must be included in the event risk assessment, including how those with a disability will be supported to evacuate. These actions could include how to access first aid or Campus Security, or how to evacuate large groups – example controls are included in the events risk assessment template. Reasonably foreseeable incidents could include unauthorised access into the event, someone becoming ill or injured, someone getting lost or accessing an off-limits area, theft, loss of power, and protest.

How can I provide food for my event?

Catering should be arranged in the first instance with Manchester Metropolitan Hospitality ([Catering Team](#)). The Catering team will manage food safety and will provide information on allergens. If the Nominated Responsible Person is planning to use a different approved

supplier, they will need to obtain the supplier's risk assessment for the food service and check that they will be providing information on allergens (see [Allergens on Campus Guidance](#)). This information should be provided to the Catering Team for review prior to the event. The Nominated Responsible Person should also liaise with the [Facilities Team](#) and the [Fire Safety Team](#) if the food suppliers are going to set up food trucks or stalls, or if they are planning to heat food on site.

Can I serve alcohol at my event?

Events selling or supplying alcohol must have a relevant license or use a licensed venue. The Nominated Responsible Person is required to ensure the relevant licenses are in place for the event venue, which can be done by asking the Facilities Manager for the building or by consulting with the Manchester Metropolitan Hospitality ([Catering Team](#)). The Manchester Metropolitan Hospitality team is the preferred provider of alcoholic drinks. The event risk assessment should include controls to mitigate against the risk of alcohol-related injuries and incidents (e.g., intoxication, violence and aggression, antisocial behaviour), such as limiting the amount of alcohol available or limiting the number of drinks per person via the use of tokens or vouchers, and what to do if an alcohol-related incident occurs (e.g., calling Campus Security).

Can I have a BBQ or outdoor food?

BBQs and outdoor food should be arranged through a competent supplier such as Manchester Metropolitan Hospitality ([Catering Team](#)). If the Nominated Responsible Person is planning to use an external supplier for the event they will need to obtain the caterer's risk assessment, allergen information and details of how they are cooking and supplying food (e.g., via method statement or safe system of work). This information should be provided to the catering team for review. The nominated responsible person will also need to seek approval from the [Facilities team](#) and the [Fire Safety Team](#).

Is there anything I should consider when planning decorations for my event?

Yes, if the event is having decorations, such as balloons or installations, the Nominated Responsible Person should include the hazards relating to the decorations and appropriate controls in the event risk assessment – e.g., selecting latex-free balloons (see [Allergens on Campus Guidance](#) for more details), considering where to place decorations so they don't block evacuation routes or increase the risk of fire, and confirming that they have checked the supplier's risk assessment and safe systems of work for the installation. Use of candles and helium balloons is not permitted.

Is there any guidance on noise levels?

Yes, we have created [Noise at Work Guidance](#) which will help you to risk assess noise levels to protect staff and students exposed to noise during an event. For public events the HSE strongly recommends that the A-weighted equivalent continuous sound level over the duration of the event (Event LAeq) in any part of the audience area should not exceed 107 dB, and the C-weighted peak sound pressure level should not exceed 140 dB. Contact the [Health and Safety Team](#) if you have any questions about noise or would like to request a noise assessment. If the event is outside and likely to cause an impact on our closest residential neighbours, please liaise with the [Community Engagement Team](#) who can advise on local considerations and communicate with local residents in advance of the event (where feasible).

Do I need to provide information to staff and student ambassadors/volunteers who are supporting the event?

Yes, the Nominated Responsible Person will need to provide all staff, student ambassadors/volunteers and external agencies/groups supporting the event with a H&S briefing/induction before the event begins. The H&S briefing should include information on how to respond to incidents (including fire, first aid and security incidents), evacuation procedures and assembly points, lines of communication and any additional information about significant hazards and risk controls. It is also recommended that staff and student ambassadors walk the evacuation routes before the event so they are familiar with the route and the assembly points.

Do I need to report accidents and near misses related to my event?

Yes. Any accidents or near misses will need to be reported at the earliest opportunity through the [H&S incident reporting portal](#). It is the responsibility of the nominated responsible person to report all event-related H&S incidents.

Use of contractors or external suppliers

Can I use an external supplier or organisation for my event?

Yes. Contractors and external suppliers include exhibitors, performers, service providers, videographers, caterers, decorators, Audio Visual, “Meet the Employers” etc. The Nominated Responsible Person will need to use approved suppliers where possible and will need to ensure the relevant paperwork is in place, such as the supplier’s risk assessment for the service, activity, or equipment the supplier is providing – see the [contractor checklist](#) for further details.

What information should I obtain from contractors and suppliers supporting my event?

In addition to the suppliers/contractor’s risk assessment, the Nominated Responsible Person will also need to confirm that the supplier or contractor is following safe systems of work when setting up, delivering, or decommissioning their equipment or activity – see the [contractor checklist](#) for further details. The nominated responsible person should also ask for the contractor/supplier’s public liability insurance. The nominated responsible person will also need to check that the contractor or supplier has the relevant certifications and checks on their own equipment.

Are there any additional considerations for externally supplied activities (e.g., inflatables, rides, fairground stalls, marquees, climbing walls and tipis etc)?

Yes. There are a range of hazards that need to be considered in the event risk assessment for external structures, stalls and activities such as:

- The positioning of the stall/structure/activity, including management of queues or crowds – i.e., away from evacuation routes and evacuation assembly points, away from overhead cables and building entrances, not blocking accessible routes etc
- Whether the stall/structure/activity needs power/water/waste routes – i.e., how to avoid trailing cables/hoses, how to safely manage waste, how to secure against unauthorised access to higher risk areas around the stall/structure/activity

- Whether the stall/structure/activity needs anchoring or staking into the ground – i.e., confirming with Facilities Management how anchoring can be done without affecting underground services
- Delivery and removal of the stall/structure/activity – i.e., how this can be done safely, does the area need cordoning off, could the road/paving be damaged etc.

You can find additional guidance on the planning, installation and use of temporary structures on the [HSE website](#). You will need to liaise with [Facilities Management](#) if you are planning to have activities or structure in external spaces on campus.

I am using a supplier for an activity involving animals at my event, what do I need to do?

The Nominated Responsible Person will need to ask the supplier for their risk assessment for the activity, and the Nominated Responsible Person will also need to include animal-related risks in their event risk assessment. See the [Assistance Dogs and Other Animals on Campus Guidance](#) for further information.

Construction (Design and Management) (CDM) for Events

Do the CDM regulations apply to my event?

The regulations will apply if event is planning to involve assembly or disassembly of temporary structures (e.g., shell scheme, features, stages and 'space only' stands) during the set-up, delivery and decommissioning phases of the event. Stand dressing, pop-ups, mounting posters, or placing display cases and freestanding furniture do not constitute construction and are exempt from the regulations.

What comes under the definition of construction?

Structures that are common at events will include stages, rigging for lighting or sound, shells for displays or exhibits, marquees, tipis, scenery etc. Construction applies to all stages of the build and decommissioning of the structure and includes the planning, preparation of the site, assembly of the structure, dismantling and removal of waste produced during the disassembly, and installation and commissioning of services that are normally fixed to a structure (e.g., electric supply, water supply, gas, computer or telecommunication services).

What do I need to consider if I am planning an event that involves the build and dismantling of a temporary structure?

The key principles you must consider are:

- eliminate or control risks so far as reasonably practicable, i.e., through suitable and sufficient risk assessment
- ensure work is effectively planned with the persons or group who are installing the structure, and that pre-construction site information is provided to those designing and installing the structure (e.g., information on site hazards, restrictions, and service locations)
- appointing the right people and organisations at the right time, i.e., making sure you use competent designers and constructors (Use the [contractor checklist](#))
- making sure everyone has the information, instruction, training and supervision they need to carry out their jobs safely – i.e., obtain the risk assessments and safe systems of work documentation from those who are doing the construction

or dismantling, and provide a site induction to any contractors that will be doing the work

- have systems in place to help parties cooperate and communicate with each other and coordinate their work, i.e., keeping stakeholders informed and communicating the routes to report issues and incidents
- consult any workers involved in the work with a view to securing effective health, safety and welfare measures.

What are the roles under CDM regulations?

There are three main roles under CDM, each with their own duties:

- CDM Client: anyone for whom construction is carried out, i.e., the event organiser.
- CDM Designer: the individual or organisation that prepares, arranges or modifies designs for construction, e.g., the preparation of design drawings, construction calculations and design specifications.
- CDM Contractors: anyone who carries out, manages or controls construction work, including where the workers are doing the construction for their own organisation.

You can find out more about the CDM roles on the [HSE website](#).

What are the duties of the Nominated Responsible Person under CDM regulations?

The Nominated Responsible Person is the person who is organising the event, and they take on the duties of the CDM client. This means that they, with assistance from colleagues and stakeholders, will:

- Make arrangements to ensure work is carried out safely
- Ensure there is proper coordination and cooperation between those involved in construction and design
- Liaise with Estates, Facilities and Capital Development where structures need connecting to any services (e.g. water/electric) or where structures are to be connected or anchored to the fabric of the building or university grounds (e.g. staking into ground)
- Provide pre-construction information to the designers and contractors in advance of work being done, i.e., provide health and safety information about the venue or site so that those involved can take the venue hazards into account during planning and design
- Ensure that contractors have access to welfare facilities such as toilets changing spaces, eating and rest areas. Where these are provided by the contractor you must check that these are in place
- Ensure that the construction is [notified](#) if it exceeds 30 days, involves 20 persons working simultaneously, or exceeds 500 person days, and that stakeholders (e.g. Estates, Facilities and Capital Development) are informed.
- Coordinate with any other construction projects onsite, i.e., those that may be happening as part of other planned works.

5.0 Related Documents

[Events Checklist](#)

[Risk Assessment Guidance](#)

[Risk Assessment Template Library](#)

[A Guide to Planning Inclusive Events, Training, Seminars and Producing Materials](#)

[Contractor Checklist](#)

[Personal Emergency Evacuation Plans \(PEEPs\)](#)

[Pop-up Stall and Events Guidance for Students and Staff](#)

[External Speakers, Participants and Guests guidance](#)

[Noise at Work Guidance](#)

[Young Persons \(aged 16-18\) on Campus Guidance](#)

[Children on Campus Health and Safety Guidance](#)

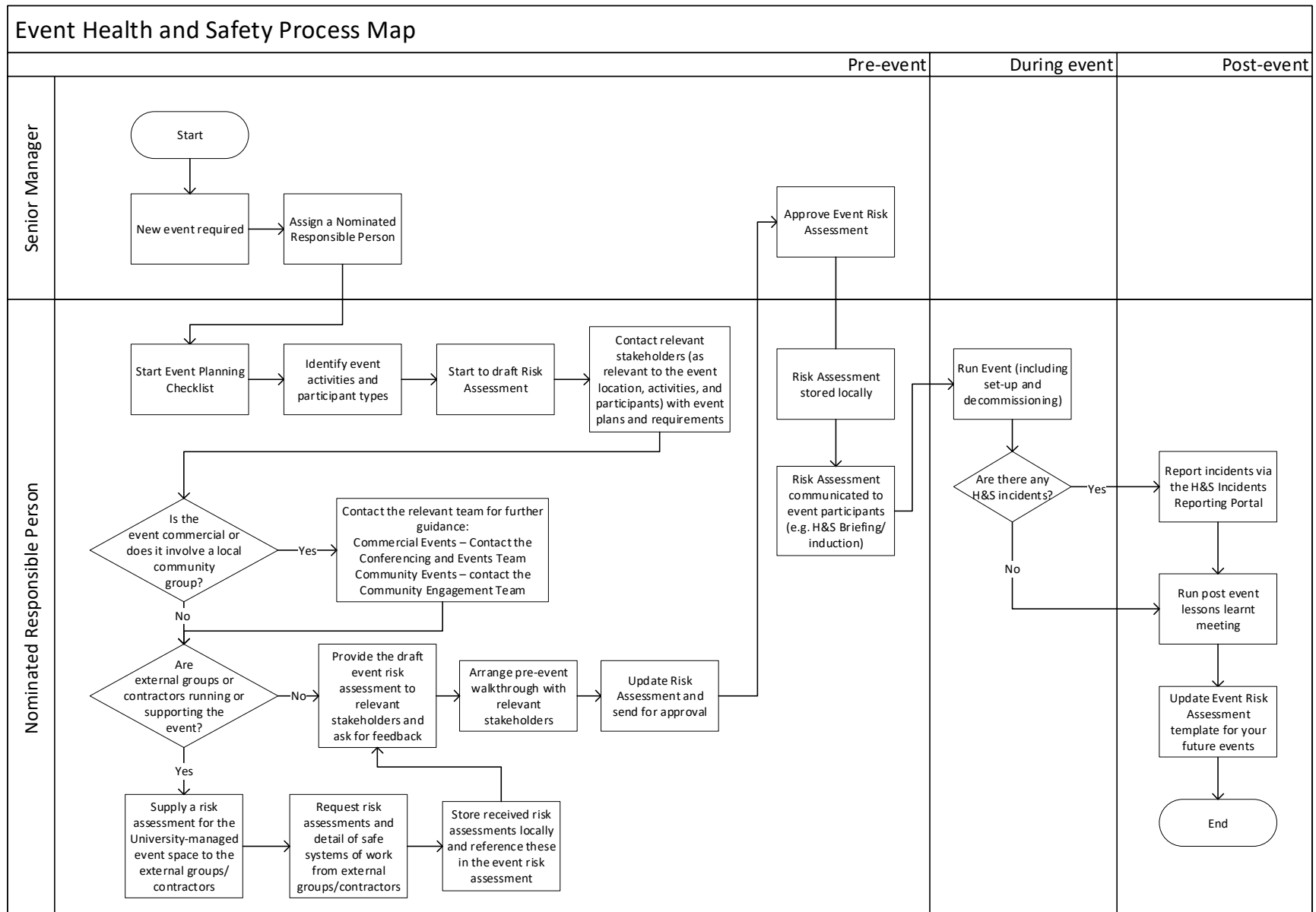
[Allergens on Campus Guidance](#)

[Assistance Dogs and Other Animals on Campus Guidance](#)

[HSE guidance on demountable structures](#)

[HSE guidance on CDM \(2015\) for Events](#)

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Appendix C

Pop-up Stall and Events Guidance for Students and Staff

Directorate of Estates, Facilities and Capital Development

Pop-up Stall and Events Guidance for Students and Staff

Facilities Management

Author	Lee Willcocks, Head of Facilities Management
Version	1
Date	29 August 2023
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Background and information

Background

As part of their programme of study, students may need to set up a temporary 'pop-up' stall. Students and staff may also wish to sell items for charity, not specifically as part of a particular programme and on occasion, Faculties and Departments may wish to deliver programmes within building atria, for example, The Rise programme.

This policy has been developed to permit these activities within a regulated framework that protects the University and the individuals involved. Colleagues from Facilities, Health and Safety, Legal, Finance, Security, the Students' Union, and faculties have been involved in its development.

Overview

This document outlines University Policy on the temporary set-up of stalls on University premises. The scope of the policy covers:

- Application process
- Use of space and equipment
- Health and safety compliance

Exclusions

The use of pop-up stalls for commercial income purposes is not permitted. Raffle or Tombola are not permitted within university Buildings, please direct enquiries of this nature to the Student Union.

Pop up stall must be relevant to your academic course or SU society.

Due to concerns around food allergens and hygiene, the provision of food and drink is not permitted.

Application process

- Anyone wishing to hold a pop-up stall must complete the 'Pop-up stalls and Events booking form' (Appendix 1) and email this to the relevant contact for the location where you wish to have your stall (see page 11).
- Your form will be reviewed and, if further information is required, you may be asked to meet with a member of the Facilities team.
- Students' Union club, society or hall committee bookings will be forwarded to the Union.

Practicalities

- The process will be managed by the Facilities Duty Managers, with the exception of stalls in the Students' Union Building, which will be managed by the Students Union.
- Facilities teams will usually not permit stalls during conferences, examinations, registration, or open days unless these are relevant or directly related.
- Events can only take place during standard building opening hours.
- The policy and application form will be hosted from the policy sections of both the Facilities and HR websites, with links from the Student Hub and from the Students' Union.

Spaces pre-checked as suitable for pop-up stalls and events

Zone 1:

- Geoffrey Manton Atrium
- Benzie Foyer
- Righton
- Grosvenor East

Zone 2:

- Brooks Building – Spanish Steps
- Brooks Building – Ground Floor Atria
- External - Brooks 2nd Floor
- External - Brooks Lawn Area
- External - Brooks Plaza Area
- All Saints Building First Floor (outside the Manchester Lecture Theatre)
- Business School Foyer
- External – Under the canopy

Zone 3:

- 70 Oxford Street
- John Dalton – The Street
- External – JD North Quad (The Garden)
- External – JD South Quad

All Saints Park

The All Saints Park (also known as Grosvenor Square) belongs to Manchester City Council. The University has permission to use the park, but with certain restrictions. The restrictions include the general obligations not to cause damage, alteration, nuisance or advertise without consent on this land. These obligations may apply to activities proposed for this space, therefore, to ensure the agreement with the council is not breached; each proposal will need to be assessed individually. Staff and students proposing to use the square must contact Josephine Hilton (Facilities Manager) <mailto:j.hilton@mmu.ac.uk> for further information. A copy of the booking form can be found [here](#).

Please note that for student applications in connection with a course, students must first ensure their proposal is reviewed by a member of staff from their faculty to ensure suitability.

Appendices

Appendix 1 - Pop-up stalls and Events booking form

- Applications for a pop-up stall must be made to the relevant Facilities team or the Students' Union at least TWO WEEKS before the proposed event
- Applicants must provide full information for their event
- The Facilities Duty Manager or SU will let you know the outcome within 10 working days
- Authorisation must be granted before an event is promoted
- Exceptionally, Manchester Metropolitan University and The Union reserve the right to charge for activities

Section 1 - Event Details	
Name of organiser	
Student or staff ID number	
Email and phone number	
Faculty / MMUnion Society (if applicable)	
Which Charity you are raising funds for?	
Charity number	
Address of charity	
Postcode	
Account number and sort code of charity	
Date of event	
Time event starts	
Time event finishes	
Name of person responsible for the stall on the day (if different to the above)	
Email and phone number	
Course	
Date of submission of the form	
Purpose of the event	
Please detail what you are promoting and what marketing materials will be used	

Location <i>One table and two chairs will be available for each pop-up stall</i>	Tick to identify where you would like to position your staff
All Saints Park	
Zone 1	
Geoffrey Manton Atrium	
Righton	
Benzie Foyer	
Grosvenor East	
Zone 2	
Brooks Building – Spanish steps	
Brooks Building – Ground floor atria	
External - Brooks 2nd Floor	
External - Brooks Lawn Area	
External - Brooks Plaza Area	
All Saints building (first floor, outside the Manchester Lecture Theatre)	
Business School foyer	
External – under the canopy (no electrics)	
Zone 3	
John Dalton – The Street	
External – JD North quad (the garden)	
External – JD South quad	
70 Oxford Street	
Date received by the Facilities Team (office use only)	

Appendix 2 – Health & Safety and Terms & Conditions

Section 2: General Health & Safety Compliance and Terms and Conditions		
		Please tick to show you agree
1	I/we understand that all tables and chairs will be provided by Manchester Metropolitan University and we cannot bring our own furniture or equipment. Tables, chairs and power supply will be set up and removed by Facilities staff in order to ensure compliance with Health and Safety risk assessments.	
2	I/we will not use any of the following: • Naked flame • Involved dry ice • Involves fire works	
3	I/we understand we are responsible for removing any waste after the event	
4	I/we will only display posters on designated noticeboards and will remove them after the event. No marketing materials to be placed on walls.	
5	If I/we use electric power, we will ensure no extension leads are left trailing	
6	Please note: A COVID Secure risk assessment is required for all bookings and should be submitted alongside your booking form. If an activity is considered to be more high risk, a more detailed risk assessment and Method Statement might be required, and advice will be sought from the Health and Safety Team. The Facilities team will advise if your activity is deemed 'high-risk'.	
Section 3 (office use only) – Comments from Facilities Duty Manager		
Approved Yes / No		
Approved by:		
Date:		
Your emergency contact on the day will be: Security: 0161 247 2222 Facilities Duty Manager for the relevant zone (please see page		

Terms

By applying to the University for the temporary set-up of stalls you, the organiser, agrees to the following terms:

1. Acceptance of full responsibility for the sale of goods and the arrangement, condition of the equipment and space.
2. You agree to adhere to the University's policies and guidance in regard to, Health & Safety and Fire Regulations. Organisers must read, understand, and accept the University guidance in regard to pop-up stalls laid out in Appendix 2.
3. Any issues with the stall location or equipment provided by the University must be reported immediately.
4. The University reserves the right to refuse or cancel an application at any time with no prior notification. The University will not be liable for any direct or consequential losses a refusal or cancellation may cause to you or any third party.
5. The University premises may not be used for any purpose other than specified in application form. You must ensure that the University premises are left clean and tidy after your event. The University reserves the right to charge any stall organiser a fee for cleaning if you do not leave the premises in a clean and tidy state.
6. The collection of cash is the sole responsibility of the stall holder, the university will not be liable for any direct or consequential loss.

You must not, without first obtaining the consent of the Facilities Duty Manager, cause or allow:

- Any interference with the gas or electrical lighting switches, pipes, wires or other installations on the premises
- Any alterations to fixtures or fittings or nails, screws or adhesive devices to be driven into or otherwise affixed to floors, walls or any other part of the premises
- The erection of any platform, stand, screen, banners or decorations
- The use of any loudspeaker or other equipment either within or outside the premises
- Hazardous or dangerous items to be brought onto the premises

Once complete, please forward your form to the correct team:

Location	Contact Details
Zone 1	facilitiesdutymanagersASS@mmu.ac.uk 0161 247 1417
Zone 2	facilitiesdutymanagersASC@mmu.ac.uk 0161 247 5215 / 2886
Zone 3	facilitiesdutymanagersASN@mmu.ac.uk 0161 247 1342
Students' Union	s.u.reception@mmu.ac.uk 0161 247 1162

Please keep a copy of this form at the pop-up stall/event, a copy is to be retained by the Facilities team.