



## **Entertainments Policy**

## **1. Purpose and preamble**

- 1.1 The aim of this document is to clarify and ratify procedures for the organising and management of entertainments and events within the Union premises or organised by the Union.
- 1.2 This policy should be used in conjunction with the Promotion of Licensing Objectives Policy for Newton Park and Sion Hill, and Alcohol, Drugs and Smoking policy, Door Entry policy and Health & Safety policy.
- 1.3 The Union has a commitment in keeping with its aims to provide entertainment that is affordable, good quality and caters for the needs of varied membership.
- 1.4 In its provision of entertainment, it aims to create conditions whereby the membership and their guests are treated equally, regardless of age, gender, disability, ethnic or racial origins, religion, nationality, political preference, social background, marital status, or sexual orientation.
- 1.5 In its provision of entertainment, the Union aims to involve students, both individuals and societies in the running and provision of entertainments.
- 1.6 From time to time there will be a requirement to update these procedures; this will be done at least every two years.
- 1.7 The Entertainments policy forms an appendix to the Constitution and in the event of any conflict the Constitution is the overriding document of authority.

## **2. Union Organised Entertainment**

- 2.1 The Union has a commitment to providing a varied programme of entertainment for its membership within its premises that is of a high standard.
- 2.2 The Union will ensure that all entertainments run within Union premises or run externally by the Union are affordable and represent value for money to its membership.
- 2.3 Union events will be expected to make a profit or break even; exceptions to this rule can be made at the discretion of the Senior Management Team or the Executive Committee.
- 2.4 The Union run and manage events at Newton Park on Mondays, Wednesdays and Fridays. The only exceptions to this rule will be:  
  
Charity fundraisers run in conjunction with Rag on some Wednesday or Friday nights.
- 2.5 The Union aims to run weekly events on Monday, Wednesday and Friday at Newton Park, and regular events on Tuesday and Thursday at Sion Hill. The Senior Management Team reserves the right not to put events on these nights.

- 2.6 The Union will ensure that there is at least three nights of any one week that its membership and their guests are not charged to enter the Union. The exceptions to the rule are Freshers' Week, Refreshers' Week, and Rag Week.
- 2.7 No individual or group should benefit directly from organising an event, other than a club or society affiliated to the Union, unless the individual or group has hired the Union premises for a private function.
- 2.8 The Union will only hire acts, rides, etc. from reputable companies and will inspect relevant Safety Certificates and Insurance Documents.
- 2.9 All events within the Union must comply with the Union's Equal Opportunities Policy. Events must not directly discriminate against anyone regardless of their age, gender, disability, ethnic or racial origins, religion, nationality, political preference, social background, marital status, or sexual orientation.
- 2.10 It is a requirement under the Union's Club Premises Certificate that the Union does not allow any entertainment of an adult nature to be held on Union premises.
- 2.11 No gambling for money other than through licensed machines will be permitted on Union premises.

### **3. Event Budgets & Expenditure**

- 3.1 A budget must be set for each event with the expected break even based on no greater than 75% of the expected attendance.
- 3.2 No more than 50% of the expected income of an event should be spent on the cost of acts and other entertainment.
- 3.3 Any expenditure for acts, decorations etc. must be pre agreed.

### **4. Booking & Payment of Acts, Rides, etc.**

- 4.1 Bath Spa University student acts should be used whenever possible; this will be on a voluntary basis or expenses only. Expenses should be pre agreed with the Union.
- 4.2 Acts must be booked no less than five weeks prior to the event.
- 4.3 No more than 50% of the total expected income of the event should be spent on the cost of acts and other entertainment.
- 4.4 When possible, at the time acts are booked a contract should be signed by both parties. Any contract must be approved by the Membership Services Manager on behalf of the Senior Management team; this includes acts booked by clubs and societies.
- 4.5 A week before any event, the Finance/General Manager must be informed of payments due for DJ's, bands, security, sound technician, etc.

- 4.6 On the day of the event the Finance/General Manager will prepare payment for any acts and give it to the Bar Manager.
- 4.7 On the night payment will be made via the Bar Manager or Supervisor. An events payment form must be completed and signed and then passed back to the Finance/General Manager the next working day. No payment will be made that has not been pre agreed with the Finance/General Manager.
- 4.8 If the total cost of any single event exceeds two thousand pounds, the budget must be approved by the Senior Management Team and the Executive Committee, in accordance with the Union's Finance policy.
- 4.9 If an act requires a rider, this must be pre agreed with the Union and when possible must use goods from Union departments and facilities. A rider not pre agreed with the Union will only be issued at the discretion of the Bar Manager or Supervisor.
- 4.10 Guest lists pre agreed with the Union will be permitted for non-student acts.
- 4.11 Relevant Safety Certificates and Insurance documents must be provided by acts, rides etc. on confirmation of booking. The Membership Services Manager must approve any such documentation before the event can be held.
- 4.12 In general, acts should not be booked to perform more than once or twice a year. However, acts that were very well received may be booked more frequently at the discretion of the Bar Manager and the Entertainments Officer.

## **5. Student Acts & DJ's**

- 5.1 Bath Spa University student acts should be used whenever possible; this will be on a voluntary basis or expenses only. Expenses should be pre agreed with the Union.
- 5.2 Student DJ's will be entitled to one free drink from the bar per evening worked, and issued by the Bar Manager or Supervisor.
- 5.3 Student acts must have training from the Membership Services Manager prior to using any Union equipment.
- 5.4 In keeping with the Union's commitment to using student acts when possible, Sabbatical Officers and Union staff will only be able to perform or DJ within the Union in the event of no other student or outside act being available.
- 5.5 Members of the Executive Committee may perform or DJ within the Union, but will not receive any preferential treatment.
- 5.5 Only the students performing will be entitled to free entry to the event. Guest lists will not be permitted.
- 5.6 Student DJ's are expected to play the style/type of music to suit the event they are booked for.

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- 5.7 The Bar Manager and Entertainments Officer will arrange a set list for each event that must be adhered to.
  - 5.8 The lead DJ and the Bar Manager or Supervisor will hold a copy of the set list on the night of the event and will be responsible for ensure it is adhered to.
  - 5.9 Student DJ's and performers must abide by the rules set out section 6. Failure to abide by these rules will result in a ban from performing, at the discretion of the Bar Manager.

## **6. Music & DJ's**

- 6.1 Anyone using Union equipment must be trained prior to using it.
- 6.2 Anyone using Union equipment will be expected to use it properly and safely, and will be held responsible if it is damaged as a result of improper use.
- 6.3 No eating, drinking or smoking is allowed in the DJ box or in the vicinity of the live mixing desk.
- 6.4 Only sound crew, acts, DJ's and their helpers are allowed on to the stage area during an event.
- 6.5 Only DJ's and their helper (max one) will be allowed in the DJ box.
- 6.6 The Union accepts no responsibility for loss or damage of personal equipment or property left unattended.
- 6.7 In the event of a problem with equipment, the fault should be reported to the Bar Manager or Supervisor on the night, who will try to correct the problem. If the fault can't be fixed by the Bar Manager or Supervisor, they must place an emergency call with the Membership Services Manger who will get the fault corrected at the earliest opportunity, by a professional if necessary.
- 6.8 The Union will arrange a set list for each event that must be adhered to at all times.
- 6.9 For events that have any live acts or bands, a Union sound technician will be used and paid at the same hourly rate as bar staff. Outside technicians will be used for larger events. The cost of any technicians will be deducted from the door entry fees.
- 6.10 It is the responsibility of the Bar Manager or Supervisor to ensure that all Union equipment is switched off and any loose equipment returned to the relevant secure storage area.
- 6.11 The Union is required to keep disturbance to others living in the area to a minimum. As a result, limiters are fitted to its systems. No attempt to bypass these limiters should be made. If the Bar Manager, Bar Supervisor or Security request an act to reduce the volume it must be done at once and levels must remain at that volume for the rest of the event.

- 6.12 If asked to turn the music off, acts or DJ's must do so at once if asked by the Bar Manager, Bar Supervisor or Security, this may be at the end of the night or during an event for emergency reasons.
- 6.13 For the final hour of opening, the music will be reduced in volume and will be discernibly quieter and should be music of a more calming nature.
- 6.14 DJ's playing for the last hour of an event will make announcements reminding customers to be considerate to others when they leave the premises.
- 6.15 In the event that there is a noise complaint, Security will inform the Bar Manager or Supervisor who will reduce the sound level and it must be kept lowered for the remainder of the event.
- 6.16 In the event of a fire alarm all music must be turned off immediately.
- 6.17 Further action will be taken against any individuals who have deliberately damaged or stolen Union equipment.

## **7. Entry Fees**

- 7.1 The Union reserves the right to charge for admission to any event held on Union premises or events organised by the Union.
- 7.2 The Union reserves the right to charge guests and NUS card holders from other institutions a higher entry fee than for members of Bath Spa University Union.
- 7.3 Entry fees will reflect the cost of running the event and be kept to a minimum. Guide prices for different types of events will be set annually by the Senior Management Team following recommendations from the Bar Manager and Entertainments Officer.
- 7.4 The cost of any door staff and security will be deducted from the entry fees.
- 7.5 Monies from door entry fees will be kept in the Union bar safe along with a completed event monies form. The monies and events monies form should be passed onto the Finance/General Manager on the next possible week day.

## **8. Publicity of Events**

- 8.1 Any event within Union premises or organised by the Union must be publicised no more than one month and no later than one working week prior to the event.
- 8.2 The Union will publicise events using the most appropriate method; student newspaper, plasma screens, website, banners, posters, A-boards, flyers, e-mail, text messaging, etc. All events must be publicised in the student newspaper and on the website as a minimum.
- 8.3 A club or society running an event must give full details of the event to the Bar Manager at least one month in advance.

- 8.4 The Bar Manager must give full details of any event to the Membership Services Assistant at least one month in advance of any event. This will allow sufficient time to produce publicity materials to promote the event. Details submitted must include date, bar times, start time, finishing time, name of event, name of any acts e.g. DJ's, bands, and details and images of them if possible, and any other images to be included on the publicity materials.
- 8.5 For some Union events the Union will be obliged to market the event in a specific way due to contractual obligations. The Membership Services Manager shall be responsible for ensuring all such obligations are met.
- 8.6 The publicity of any event must be undertaken in accordance with the Communications & Media Policy.

## **9. Special Events**

- 9.1 The Union reserves the right to make certain events open to Bath Spa University Union members only.

## **10. Ticketed Events**

- 10.1 The Union reserves the right to make certain events ticket holders only.
- 10.2 Tickets for such events will go on sale no less than one week before the event.
- 10.3 Only members of Bath Spa University Union may purchase tickets.
- 10.4 Bath Spa Union members may purchase a maximum of three tickets, in accordance with the Union's Door Entry and Removal policy.
- 10.5 Tickets are non transferable.

## **11. Door Staff & Security**

- 11.1 Security at a ratio of 1 per 100 for first two hundred and then 1 per 150 will be used for any event of 150 or more that has a bar that runs later than 23.00, or events that have a bar running later than 23.30.
- 11.2 Union employed security and door or bar staff will be used for all events on Union premises.
- 11.3 Security and door staff have the right to refuse entry and right to remove persons at the discretion of the Bar Manager or Supervisor. In such a case they must report the incident to the Bar Manager or Supervisor. In the case of an incident, the member should be informed that they are banned until further notice and further action will be taken under the Union's disciplinary procedure. Bath Spa University Union cards should be asked for from any members and details of any incident must be passed on to the Bar Manager or Supervisor in line with the Door Entry & Removal Policy.

- 11.4 The cost of any door staff and security will be deducted from the entry fees.
- 11.5 Security and door staff must operate within the guidelines of the Health & Safety, Door Entry & Removal Policy, Entertainments Policy, and the Alcohol, Drugs & Smoking Policy.
- 11.6 Security guards for events will be arranged through the Membership Services Manager, but the Bar Manager or Supervisor will be responsible for coordinating with the guards during the event.
- 11.7 Duties for each guard will be arranged between the Membership Services Manager, Bar Manager and the senior security guard.
- 11.8 The Membership Services Manager will ensure all security guards are appropriately trained, licensed and insured.

## **12. Right of Refusal & Removal**

- 12.1 The Union reserves the right to refuse entry to any person or persons at the discretion of the Bar Manager or Supervisor, in accordance with the Door Entry & Removal Policy.
- 12.2 The Union reserves the right to remove any person or persons at the discretion of the Bar Manager or Supervisor, Door Entry & Removal Policy.
- 12.3 Entry to Union premises will be subject to the regulations set out in the Door Entry & Removal Policy.
- 12.4 Guests must be signed in and will remain the responsibility of the member who signed them in until they have both left the premises.

## **13. Alcohol, Drugs & Smoking**

Only alcohol purchased at the Union bar may be consumed within Union premises, in accordance with the Alcohol, Drugs & Smoking Policy.

The Union will not tolerate the misuse, possession or dealing of illegal substances on Union premises or at Union organised events. Any such incidents will be dealt with in accordance with the Alcohol, Drugs & Smoking Policy.

Smoking is permitted in designated smoking areas within Union premises. No smoking areas will be provided in Union premises and at events organised by the Union.

Any incidences involving alcohol, drugs or smoking will be dealt with in accordance with the Door Entry & Removal Policy and Alcohol, Drugs & Smoking Policy.

## 14. Fire Prevention & Evacuation

- 14.1 The Union has an evacuation procedure, and all staff and security will be trained accordingly.
- 14.2 No candles or naked flames will be allowed on Union premises. This does not include smoking.
- 14.3 The appropriate number fire extinguishers and fire alarm system points set by the University Corporate Safety Adviser, will be available to Union staff in Union premises in the event of a fire. The extinguishers will have a yearly check and be replaced when needed.
- 14.4 Smoking will be permitted in designated areas.
- 14.5 Fire exits must be kept clear and in working order at all times.
- 14.6 No flammable materials may be hung on walls or elsewhere within Union premises.
- 14.7 In the event of a fire the alarm must be sounded at once.
- 14.8 All on duty Union staff and security are expected to assist in the event of an evacuation.
- 14.9 Evacuation practices will be carried out on a semester basis.
- 14.10 Lifts should not be used in the event of an evacuation.
- 14.11 At Newton Park there is a designated safe area for wheelchair users on the main landing and in the area just inside the rear upstairs fire exit.
- 14.12 In the event of a fire alarm all music must be turned off immediately, this will happen automatically on the PA within the Union premises at Newton Park.
- 14.13 If a fire occurs, trained staff should assess if it is safe to tackle with an extinguisher. Flames should not be more than waste height; never tackle a fire single handily.
- 14.14 The Union should aim to evacuate within 2 minutes, as any longer puts people's lives at higher risk.

### Evacuation Procedure

- 14.15 In the event of a evacuation the Bar Manager or Supervisor will designate areas of the bar facilities to members of Union staff, who will then be responsible for ensuring that everyone has left their designated area.
- 14.16 People evacuating from the building should be directed towards the designated assembly point.

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- 14.17 Once staff has left the building, they must inform the Bar Manager or Supervisor immediately that their designated areas are clear or if anyone is still inside the premises.
  - 14.18 The Bar Manager or Supervisor will ring University Security who will inform the Fire Brigade. They will also need to be informed of anyone still in the premises.
  - 14.19 The Bar Manager or Supervisor will be responsible for liaising with University Security and the Fire Services when they arrive.
  - 14.20 No one may re-enter the premises until the all clear has been given by the Senior Fire Brigade Officer.

### **15. Equipment Usage, Maintenance & Safety**

- 15.1 All entertainment equipment will be inspected yearly and any electrical equipment will be subject to the University's PAT test.
- 15.2 Any faulty equipment will be removed and put out of action immediately, until such time as it can be repaired by a suitably qualified professional. Any faults must be reported to the Membership Services Manager immediately who will arrange for their repair.
- 15.3 All staff, students and outside acts using Union equipment must be trained in its use prior to using it. Anyone seen to be using equipment inappropriately will be stopped immediately.
- 15.4 All equipment hung from walls, the roof or trussing will be suitably secured as agreed by the Membership Services Manager.
- 15.5 Acts should store their kit in the DJ box or in a safe and suitable space when not in use. No equipment must obstruct fire exits.
- 15.6 Trailing cables must be secured with tape and cables must be lifted above walkways.
- 15.7 Extension cables and multi socket adapters will only be used when essential and will only be used in accordance with manufacturers instructions
- 15.8 The Bar Manager or Supervisor will ensure that all equipment is turned off at the end of the day, unless an item is designated to remain on permanently, and any loose equipment is returned to the relevant secure storage area.
- 15.9 Equipment will be replaced on a five-year cycle. Any equipment purchased should be expected to last at least this length of time.
- 15.10 Any Union equipment to be used outside of Union premises must be signed out, and will remain the responsibility of the person who signed it out until it is returned.

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- 15.11 Further action will be taken against any individuals who have deliberately damaged or found to have stolen Union equipment.
  - 15.12 The Membership Services Manager shall be responsible for ensuring the equipment receives regular checks and is serviced at least once per year.
  - 15.13 All electrical equipment within Union premises that is not subject to a yearly PAT test by the company that supplies it must have yearly University PAT test.

## **16. Capacity**

- 16.1 The Union will comply with the capacity limits set by the University Corporate Safety Officer, set out in the Door Entry & Removal Policy. Newton Park -700, Somerset Place-150.
- 16.2 For Large events held either in a separate marquee or in the Union with a marquee extension, will have a capacity set by the Membership Services Manager after consultation with the University Corporate Safety Advisor.
- 16.3 Security, door staff and bar staff should ensure the premises are not over capacity at any time. Counters must be used at larger events, to ensure an accurate count of numbers is kept.
- 16.4 Every effort should be made to prevent overcrowding, but should the capacity limit be breached for any reason, security or door staff and bar staff shall stop new people entering the premises until such time as the numbers fall below the capacity limit. Should there be a significant breach to the capacity limit the Union reserves the right to ask customers to leave the premises and reimburse their entry fee.
- 16.5 If an event is likely to attract more people than the venue has capacity, extra security should be employed to petrol cues outside the venue to prevent and disorder.
- 16.6 At Newton Park in the event that capacity is reached, University Security will be informed and asked to stop all vehicles including buses at the security gates and inform all occupants that the Union is at capacity and will not gain entry to the event and that they should leave the site straightaway.
- 16.7 For ticketed events, the Union will not pre sell more tickets than the total capacity of the event. However, additional tickets may be sold on the night of the event when the total numbers in the Union premises falls below capacity, at the discretion of the Bar Manager.

## **17. Accidents & First Aid**

- 17.1 Senior Union staff will receive first aid training, and the Union will ensure that there is a minimum of one qualified first aid member of staff on duty at any one time.

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- 17.2 For large events additional first aid will be required. Level of cover required will be set by the Membership Services Manager following the risk assessment and consultation with the organisation providing the additional cover.
  - 17.3 Events with a capacity of over 700 people will require an ambulance to be in attendance.
  - 17.4 First aid kits will be available behind Union bars for use by trained first-aiders. The kits will be maintained by the Bar Manager and checked and replenished at least once a month.
  - 17.5 In the event of a major accident, the Bar Manager or Supervisor must be informed and they will call for an ambulance and deal with the situation.
  - 17.6 ALL ACCIDENTS or near misses, of whatever severity, must be reported, either by the injured person, the Bar Manager or Supervisor, or the first aider, via a standard accident report form. Completed forms should be copied to the Membership Services Manager and to the University Corporate Safety Officer.

## **18. General Safety & Risk Assessments**

- 18.1 An integral part of health & safety management is conducting risk assessments. A risk assessment is available for each area of Union premises and activities.
- 18.2 A risk assessment must be compiled for any new activity or event and updated yearly, or when a change to the event is made. The Bar Manager will be responsible for updating risk assessments for any area of the Union bars or events.
- 18.3 The approval of any event risk assessment will remain the responsibility of the Membership Services Manager.
- 18.4 Relevant Safety Certificates and Insurance Documents must be provided by acts, rides etc. on confirmation of booking. The Membership Services Manager must approve any such documentation before the event can be held.
- 18.5 Only sound crew, acts, DJ's and their helpers are allowed onto the stage area during an event.
- 18.6 Staff or students involved in the manual handling of any equipment as part of their roll under Union entertainments will be trained appropriately.

## **19. Noise & Disturbance**

- 19.1 In keeping with the Promotion of Licensing Objectives Policy for Newton Park and Sion Hill, the Union will strive to reduce the impact it has on the community that surrounds its premises.
- 19.2 A noise management plan has been devised and is in operation at the premises.

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- 19.3 Noise or vibration from the premises will be maintained at a level that will not be audible at the façade of any neighbouring noise sensitive premises.
  - 19.4 Doors and windows will be kept closed whenever necessary, and all will be kept closed after 23.00 to reduce the breakout of noise.
  - 19.5 All entrances and exits have a lobby entrance to minimise the breakout of noise.
  - 19.6 Noise limiters are fitted to amplification equipment and have been set at a level within the recommended guidelines.
  - 19.7 Prominent notices are displayed at the exit and within the premises, requesting that customers leave the premises and area quietly, and respect the needs of the local residents.
  - 19.8 The use of explosives, pyrotechnics and fireworks of a similar nature that could cause disturbance in surrounding areas, is not permitted.
  - 19.9 For the final hour of opening, the music must be reduced in volume and discernibly quieter.
  - 19.10 The playing of live music or recorded music in outside areas of the premises is restricted and shall be maintained at a level that will not be audible at the facade of any neighbouring noise sensitive premises.
  - 19.11 Outside areas of the premises is closed to public after 22.00 unless there is an event in a marquee within the confines of the grounds.
  - 19.12 In the event that there is a noise complaint, security will inform the Bar Manager or Supervisor who will reduce the sound level, and it must be kept lowered for the remainder of the event.
  - 19.13 The Union will run sshh Campaigns to reduce noise levels and disturbance to residents in the local area by members and guests as they leave the premises. Sshh signs will be displayed on the exit of all Union venues and security, door staff or bar staff shall point these notices out to customers leaving the premises.
  - 19.14 DJ's playing for the last hour of an event will make announcements reminding customers to be considerate to others when they leave the premises. On non event nights bar staff will undertake these announcements.
  - 19.15 Open drinks will not be permitted to leave Union premises at any time, and no drinks will be permitted to leave on event nights, in accordance with the Union's Alcohol, Drugs & Smoking Policy. Signage will be displayed at the exit to Union venues and security, door staff or bar staff shall point these notices out to customers leaving the premises.

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- 19.16 Litter receptacles will be placed outside Union premises for customers to use, and be emptied daily. University staff will pick up litter in and around the grounds of the University Campus.
- 19.17 A prominent notice will be displayed at the exit to the venue, requesting customers to place rubbish in bins when leaving the premises and local area, and respect the environment and the needs of others.

### **Major Events & Balls**

- 20.1 The Union organises a number of major events throughout the year that either use Union premises with marquee extensions or a separate venue altogether. The management of such events needs to be treated slightly differently than a normal event on Union premises.

#### Marquees:

- 20.2 If a marquee is in use to extend Union premises for an event, the marquee will be treated as if it was a room within the existing premises.
- 20.3 In the event of use of a marquee to provide a space for a Union event, the marquee will be treated as another Union building and be subject to the same rules, regulations and procedures as any other Union premises. The following items will also apply.
- 20.4 The Union will only hire reputable companies to supply and erect marquees. Certificates of Insurance will be inspected before erecting.
- 20.5 During erection and taking down of the marquee, the area to be used for the marquee will be marked off to prevent students, staff or guests to the site endangering themselves by walking across the area.
- 20.6 During the event, no candles or other naked flames will be allowed. This does not include smoking.
- 20.7 Appropriate fire extinguishers will be placed near every door to the marquee and other appropriate areas.
- 20.8 Capacity will be agreed with the University Corporate Safety Advisor. This will depend on space and fire exits.
- 20.9 Before the event is held, the Union will ensure that there are appropriate safety signs in place.
- 20.10 The Union will ensure that there is a fire bell or such system of signalling there is a fire to evacuating the area. The senior security guard in attendance at the event will be responsible for raising the alarm.
- 20.11 Before the event begins, Union staff and security guards will be briefed on the evacuation procedure; guards and staff will be designated areas of the marquee that they will be responsible for in the event of an evacuation.

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- 20.12 In the event of a fire, all security guards and Union staff that are inside the marquee will be expected to assist in the evacuation.
  - 20.13 The senior security guard will call University Security and the fire brigade and co-ordinate with them.
  - 20.14 All staff/guards must report to the senior security guard that their area of the marquee is cleared.
  - 20.15 Once the marquee and any compound are evacuated, the senior guard will take responsibility for coordinating with the fire service.
  - 20.16 Nobody can re-enter the marquee or compound until the fire services have declared it safe to do so.

#### Security Fencing

- 20.17 In the event that security fencing is used, a reputable company will be employed to supply and erect the fencing. Certificates of Insurance will be inspected before the fencing is erected.
- 20.18 The fencing will be erected in accordance with the erecting Company's specifications. During the erection process, a gate will be made into the compound that will remain unlocked throughout the event and manned by a security guard. In the event of an evacuation, this gate will be opened fully to allow those attending the event to evacuate the compound safely.
- 20.19 The security fencing will be taken down as soon as possible after the event and the area will remain marked off until the marquee and all other equipment are removed.
- 20.20 Only suitably trained staff and staff employed by the erecting company will be used to erect and take down the fencing.

#### Rides and Attractions

- 20.21 The Union will only hire reputable companies to supply and operate rides and other attractions. Relevant Insurance and safety Certificates will be inspected before erecting.
- 20.22 Prior to the start of the event, the Membership Services Manager will inspect the ride on behalf of the Union to ensure it is safe and that appropriate fire safety equipment is on hand.
- 20.23 During the event any ride or attraction must be manned by an experienced operator supplied by the company supplying the ride or attraction.
- 20.24 Only staff employed by the erecting company will be used to erect, take down or operate a ride or attraction

#### Food vans and other non Union food outlets

- 20.25 The Union will only hire reputable companies to supply and operate food outlets at its events. Certificates will be inspected before they are allowed to operate.
- 20.26 Prior to the start of the event, the Membership Services Manager will inspect the food van/outlet on behalf of the Union to ensure it is safe and that appropriate fire safety equipment is on hand.
- 20.27 The Union will require food vans/outlets to display appropriate safety signs.
- 20.28 The Union will charge any food vans or non-Union food outlets at events a fee pitch hire; this fee will be agreed with the Membership Services Manager beforehand.
- 20.29 Any food van or other food outlet must close fifteen minutes before the end of any event.
- 20.30 Any food van or other food outlet will be responsible for clearing any litter from around their outlet.

#### Toilets

- 20.31 The Union hire in appropriate toilet facilities to cater for the numbers attending the event.
- 20.32 The Union will only hire reputable companies to supply toilet facilities for major events.

#### Electrics including Generators and PA

- 20.33 The Union will only hire reputable companies to supply, install and operate PA and specialist lighting and electrical supply at its events. Certificates will be inspected before they are allowed to install or operate.
- 20.34 All electrics within and around the marquee must be passed by a trained electrician or technician.
- 20.35 All PA and specialist lighting within the marquee must only be operated by a member of staff supplied by the company or by a Union member of staff under their guidance.
- 20.36 Appropriate fire safety equipment will be placed in the vicinity of any electrical equipment.

#### Noise and Disturbance

- 20.37 The Union will liaise with the local authorities for any new event or location to ensure that noise disturbances to local residents is kept to a minimum.
- 20.38 During an event, the sound levels will be set and maintained by the PA specialist company hired for the event. In the event that there is a noise complaint, security will inform the sound technician who will reduce the sound level and keep it lowered for the remainder of the event.

## 21. Club/Society Run Events & Charity Events

- 21.1 Clubs and societies affiliated to the Union may hold events within Union premises, as fundraisers for the club/society, or entertainment for the members.
- 21.2 The person booking and organising an event on behalf of a club/society must complete an event contract and abide by all the terms and conditions. This must be completed at least one month in advance of the event for publicity purposes.
- 21.3 Clubs and societies may hold events on any night at Newton Park, with the exception of Mondays, Fridays and Wednesdays only in association with the Union.
- 21.4 A clubs and societies who fail to promote or adequately organise an event, or if their membership do not attend, will be charged directly for any losses as a result of holding the event.
- 21.5 Entry fees to club or society events will be decided after consultation with the Union.
- 21.6 Before any club or society books an act, they must confirm the details and costs with the Membership Services Manager, who will approve any expenditure. The club/society will be responsible for the costs of any decorations or acts purchased/booked by the club/society for an event.
- 21.7 The Membership Services Manager must approve any expenditure for decorations etc. before they are purchased.
- 21.8 The Union will not pay for any expenditure that has not been pre agreed by the Membership Services Manager.
- 21.9 A week before the event, the club or society must inform the Finance/General Manager of payments due for DJ's, bands, etc. Payment will be made via the Bar Manager or Supervisor on the night.
- 21.10 Club or society events must be run on a breakeven or profit making basis.
- 21.11 The Membership Services Assistant will liaise with any club or society running a major event e.g. Rugby 7's, over the marketing of the event.
- 21.12 The Membership Services Manager will be responsible for coordinating any club or society sponsorship deal for their club/society or an event.
- 21.13 A club/society affiliated to the Union may book Wednesday nights at Newton Park and run the event in association with the Union.
- 21.14 Wednesday nights at Newton park run in association with a club/society must significantly differ from the normal Union event held. If no effort is made by the

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club/society and the event held is not significantly different from the Union event that normally takes place on that day (e.g. no decorations, different music, etc), then the club/society will receive 0% of the profit from door entry.

### **Charity Events**

- 21.15 Charity events must be booked in advance of the event and must be run by Rag in association with the Union.
- 21.16 Such events must significantly differ from the normal Union event held.
- 21.17 Normally 50% of the profit from door entry fees will be donated to charity unless the event is agreed by the Executive as a major charity event e.g. Dave Gamble Memorial Flux.
- 21.18 If the event held is not significantly different from the Union event that normally takes place on the day of the event (e.g. no decorations, different music, etc), then only a donation will be made to the charity and not the full 50%.

### **22. Freshers' & Refreshes Week**

- 22.1 During induction week, the Union will provide a week of varied entertainment that caters for as wide a cross section of the membership as possible; this week will be known as Freshers' Week.
- 22.2 During the first week of semester two, the Union will provide a week of varied entertainment that caters for as wide a cross section of the membership as possible, this week will be known as Refreshes' Week.
- 22.3 Priority entry to Freshers' Week events will be given first year undergraduate and PGCE students and their guests. Returning students and their guests will be able to attend the events if space is available.
- 22.4 First year undergraduate and PGCE students will be able to purchase a discounted week ticket to cover the cost of all door entry fees for Freshers' Week. This offer will not be open to any returning students.
- 22.5 Refreshes Week events will be open to all members and their guests.
- 22.6 First year students will need to provide proof of ID and/or proof of University status to gain entry during Freshers' Week.
- 22.7 Freshers' Week entertainments will be expected to break even or make a profit when compiled as a week as a whole; individual events may make a loss.

### **23. Private Functions**

- 23.1 From time to time the Union may be hired for private functions; this will only be permitted at weekends and outside term time. It may be hired at the discretion of the Executive Committee during quiet times of the year, but normal members and their guests will be able to use the facility at the same time.

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- 23.2 A full guest list of all attending a private function must be submitted to the Membership Services Manager no less than three days prior to the event.
  - 23.3 If anyone under the age of 18 years old attends a private function, they will not be permitted to purchase or consume alcohol. Anyone under the age of 18 will not be permitted in the Union after 21.30.
  - 23.4 A list hire charges will be maintained by the Membership Services Manager and any booking of Union facilities will be placed through the Membership Services Manager.
  - 23.5 Private functions will be subject to the same rules and regulations as normal events.
  - 23.6 A risk assessment of the event must be completed and approved by the Membership Services Manager.

#### **24. Organisation & Management of Entertainments**

- 24.1 There shall be a member of the Executive Committee responsible for liaising with the Bar Manager to organise the events programme; this will be the Entertainments Officer.
- 24.2 The President has executive responsibility for finance and services, and as such he/she will have responsibility to work with the Bar Manager on the organisation of Union entertainments as well as the Entertainments Officer.
- 24.3 The Entertainments Officer will work with the Bar Manager to recruit an entertainment's teams for the Union sites. The entertainment's team will consist of volunteer DJ's, sound and lighting technicians, musicians and anyone who would like to get involved in the organisation of Union entertainments.
- 24.4 The Bar Manger will have overall management responsibility for overseeing all Union events held within Union premises, however, the Bar Manager has a responsibility to ensure the Entertainments Officer is involved in the organisation of all events.
- 24.5 The Membership Services Manager will work with the Bar Manger to coordinate all major events and balls.

#### **25. Cloakroom & Lost Property**

- 25.1 The Union takes no responsibility for the loss or damage of personal possessions whilst you are on Union premises.
- 25.2 The Union shall provide a cloakroom for large events with the capacity of over 200, in accordance with the Union's Door Entry & Removal Policy. The Union reserves the right not to open the cloakroom.
- 25.3 Union staff shall take responsibility for clothing and bags whilst they are in the cloakroom and shall issue the items on production of the relevant ticket.

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- 25.4 Items not collected from the cloakroom by the end of the event will be placed in the Union's lost property in the General Office.
  - 25.5 The Union will maintain a list of lost property in the General Office, and any items can be claimed via this office.
  - 25.6 The Union will try to contact the owner of any item of lost property when the owner can be identified from the item.
  - 25.7 The Union will keep any lost property for three months at which time, if not collected, any clothing will be donated to charity and any other items destroyed as appropriate.
  - 25.8 On event nights where a cloakroom is operated the number of staff allocated to cloakroom duties will be increased for the last half hour of the event to assist in the swift return of coats.

## **26. Dispersal Procedures**

The Union shall ensure that its customers leave Union premises in a calm and orderly manner.

For the final hour of opening, the music will be reduced in volume and will be discernibly quieter and should be music of a more calming nature.

Lighting levels of the house lighting will be gradually raised over the last twenty minutes of the event to encourage the gradual dispersal of customers before the venue finally closes.

DJ's playing for the last hour of an event will make announcements reminding customers to be considerate to others when they leave the premises. On non-event nights bar staff will undertake these announcements.

The bar shall close half hour before the end of any event, but shall make water available to any customer requiring it.

Any food van or other food outlet must close at least five minutes before the end of any event

The Union will run sshh Campaigns to reduce noise levels and disturbance to residents in the local area by members and guests as they leave the premises. Sshh signs will be displayed on the exit of all Union venues and security, door staff or bar staff shall point these notices out to customers leaving the premises.

The Union will liaise with bus and taxi providers to ensure that there is adequate transport provision available for customers leaving Union premises on all event nights.

Litter receptacles will be placed outside Union premises for customers to use, and be emptied daily. University staff will pick up litter in and around the grounds of the University Campus.

A prominent notice will be displayed at the exit to the venue, requesting customers to place rubbish in bins when leaving the premises and local area, and respect the environment and the needs of others.

Open drinks will not be permitted to leave Union premises at any time, and no drinks will be permitted to leave on event nights, in accordance with the Union's Alcohol, Drugs & Smoking Policy. Signage will be displayed at the exit to Union venues and security, door staff or bar staff shall point these notices out to customers leaving the premises.

During the last half hour of trading (last hour of the event), the number of staff serving at the bar will be reduced and staff reallocated to collecting bottles and other rubbish. This will help reduce the amount of rubbish dropped by customers leaving the premises and reduce the potential of glass bottles leaving the premises.

On event nights where a cloakroom is operated the number of staff allocated to cloakroom duties will be increased for the last half hour of the event to assist in the swift return of coats.

On event nights when security are employed, security will: (if no security employed for the night, these duties will be undertaken by any door or bar staff)

- Encourage customers to drink-up and progress to the exit throughout the last ten minutes of the event.

- Draw the attention of exiting customers to the notices regarding noise and litter displayed in the foyer.

- Ensure the removal of all bottles and drinks from departing customers

- Actively encourage customers not to congregate outside the venue

- Direct customers towards the next bus or assist them with numbers for local taxis etc.

Security on event nights will also:

- Supervise customers outside the premises and ensure they catch any buses or taxis in an orderly manner.

- For the last half hour of the event and after the event, patrol the area between the Union premises and the halls of residents to reduce any disturbance to others and prevent any damage to University or others property.

**Approved by:**

**on:**