

USE OF GROUNDS/SPORTS EVENT BOOKINGS

BOOKING TERMS & AGREEMENT

For any new Use of Ground Requests or Sports events which involve use of the campus grounds, the below will apply.

Grounds

For clients that are planning to use the University grounds for cycling events, sponsored walks, running events etc. and they are planning routes which go off existing roads and pavements a grounds inspection will take place before and after the event. A walk round of the route is required with the main organiser (or person nominated by the main organiser) and a member of the University Estates and Campus Services team. This walk round is to inspect the conditions of the grounds and to ensure it is returned in the way it is found and that there is no damage to the landscape. A walk round will then take place after the event with the main organisers (or person nominated by the main organiser) and a member of the University Estates and Campus Services team to inspect the grounds for any damage. If there is any damage, costs will apply to return the ground to the original condition. The client will be liable for these costs in full.

Event set up

If an organiser would like a route to be marked out on campus by the Grounds and Gardens team, a cost will apply for this. The cost will depend on the distance of the route and the number of markers required.

The above will only apply to external bookings and not to internal events run by the University.

Catering

All catering should be provided by the nominated catering supplier of the University of Stirling.

No wines, spirits or foods are to be brought onto or consumed on campus unless supplied by the nominated catering supplier.

If any outside catering units are brought onto a campus a facility fee will apply. The facility fee will depend on the type of units and the number of people it is catering for.

Costs

All confirmed Use of Grounds requests will incur an administration charge of £45.00.

Full prepayment of £45.00 is required at the time the request is confirmed. Once payment of the administration charge has been received it is non-refundable and non-transferable.

Road closures

All road and ground closures (including car parks and open areas) may incur a cost. Costs will vary dependant on the roads and grounds which should be closed and the duration.

Documentation

Risk assessments, public liability insurance and any other appropriate documentation must be provided when requested.

First Aid

Event organisers should ensure that appropriate medical, ambulance and first-aid arrangements are in place for all events, whatever their type and size. It is the event organiser's responsibility to ensure the availability of medical, ambulance and first-aid assistance as appropriate for all involved. The first aid provision for the event will be determined based on the event risk assessment drawn up by the organisers.

Event organisers should ensure that adequate plans are in place regarding the provision of medical and first aid services (in consultation with the respective services). They may wish to appoint a competent organisation to provide medical management.

The first aid post designated at the event should be clearly signposted to participants with easy access for spectators. Where an ambulance or first aid vehicle is required, a parking area should be provided close to the first aid post with a clear exit from the site.

Adverse weather

We strongly advise all organisers to have alternative arrangements in place in the event of adverse weather conditions. The University of Stirling reserves the right to cancel any events in the event of adverse weather and The University's decision is final.

Bins

Should additional bins be required for the event it will be the responsibility of the organiser to arrange and pay for this service. The University can provide the details of their bin/waste disposal supplier if required.

Additional bins may be required if you are expecting a high number of participants/spectators in one area such as a sports match at Airthrey pitches.

EVENT TITLE	
EVENT DATE	
NAME	
SIGNATURE	
DATE	