



# UNIVERSITY of LIMERICK

OLLSCOIL LUIMNIGH

## Building & Estates Outdoor Events Procedures & Conditions (Non Exhaustible To Do List)

### **Event Plan:**

Once an Event is agreed in Principle by Building & Estates the Event organisers are required to submit a detailed "Event Management Plan" which must be Event Specific. The "Event Management Plan" must be submitted electronically to Buildings & Estates event coordinator 20 working days prior to the Event so as to allow adequate time to review the Event Plan for support/assistance

### **Insurance Requirements:**

The following documents must be submitted with the "Event Management Plan".

- ❖ Copy of Public Liability Insurance (min€6,500,000)
- ❖ Copy of Employers Liability Insurance (min €13,000,000)
- ❖ Copy of Products Liability (where applicable)
- ❖ Specific letter of indemnity, indemnifying Plassey Campus Arena Ltd, the University of Limerick Sports Department, & the University of Limerick

### **Health & Safety:**

The "Event Management Plan" should clearly show that all Site Specific Risk Assessments have been completed by a competent person.

### **Emergency Contacts Details:**

The "Event Management Plan" should contain Contact Details of key event organisers in case of Emergency.

### **Traffic Management Plan:**

The "Event Management Plan" should clearly show (map) a Traffic Management Plan along with quantity, location & contact details for all marshals & Stewards. Overall responsibility for the Event remains with the organiser at all times. Traffic Management Plan should also include Taxi set-down & pickup area, Bus set-down/pickup area along with any requirement for Bus parking.

### **Marketing & Public Relations:**

Please advise University of Limericks Marketing & Communications Department if any VIPs are expected to attend the Event.

### **Signage:**

A list of proposed advertising & display boards along with their proposed on Campus location should be included in the "Event Management Plan". Management reserve the right to refuse any signage that may cause contractual difficulties or Safety hazards to other Campus users.

### **Vendors:**

Details of any external vendors wishing to sell any type of product or service at the event must be included in the "Event Management Plan". Management reserve the right to refuse/restrict vendors if there are any conflicts with Company Policy and/or existing contractual obligations.

### **Right to Refuse:**

Building & Estates reserve the right to refuse permission to any participant and/or spectator who in the opinion of management may pose a risk to their person or any other user of the facility. Building & Estates management reserve the right to withdraw the use of the Campus facility to any person(s) without prior notification.

### **Storage:**

The "Event Management Plan" should clearly state how and when external equipment that may be used for the event will be delivered & collected to/from Campus.

### **Personal Property:**

The Building & Estates Department will not accept any responsibility for loss or damage to any person and/or personal property and/or vehicles while on Campus.

**Waste Management:**

The "Event Management Plan" should demonstrate how general waste & recyclables will be managed as part of the general clean-up plan. Where applicable, General Waste and Recycling receptacles should be made available.

**Noise Levels:**

Noise Levels should be maintained to an acceptable level, so as not to annoy other Campus users or neighbours.

**Costs:**

The Event organiser may be liable for costs incurred for Security, Cleaning & Utilities pertaining to this Event.

**Event Support Confirmation to Proceed:**

Confirmation of event support/assistance will be confirmed by Email when all stakeholders have been satisfied.

**Operating Drones and/or Model Aircraft.**

The flying of Drones and/or Model Aircraft on Campus required a UL Work Authorisation Form. This permit is available from Building & Estates department.

**Leave no Trace Policy**

Under no circumstances is it acceptable to deface University of Limerick property and/or infrastructure. Where there is a requirement to mark roads/footpaths permission must be sought prior to any such markings being made. Any request to mark University of Limerick infrastructure must be accompanied by;

- Details of materials being used to mark (SDS)
- Details of cleaning program and materials being used (SDS)

**Note:**

1. Responsibility of the Event lies with the organisers of the event including compliance with all local, national and international laws and Regulations
2. Buildings & Estates Department are the only department within the University who can approve/authorise any full or part closure of roads and/or car parks on Campus.