

**UNUSUAL EVENT NOTIFICATION FORM**

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| --- | --- | --- | --- |
| Description /  Reason of Event | DESCRIPTION | | |
| Any Unusual need requests | None | | |
| Date of Event | DATE | Time of Event | START TIME – END TIME |
| Campus | CAMPUS | | |

|  |  |  |
| --- | --- | --- |
| External Contact | Name: | Tel: |
| Company: | Email: |

|  |  |  |
| --- | --- | --- |
| **Internal Responsible** **Person (Co-ordinator**) | Staff Name: NAME  Student Name | Staff Tel: EXTENSION  Student Tel: |
| Service/School: SCEBE | Staff Email: EMAIL  Student Email: |
| **Form Circulated** | Date: DATE | Version: 1 |

|  |  |  |
| --- | --- | --- |
| Initial Permission  (as appropriate) | Check / Double Click box  (if notified) | Confirmed / Comments |
| Dean / Director |  |  |
| Health and Safety  [health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk) |  |  |
| Fire Safety  [health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk) |  |  |
| Marketing and External Relations  [marketing@napier.ac.uk](mailto:marketing@napier.ac.uk) |  |  |
| Facilities Service Desk  [FacilitiesServicedesk@napier.ac.uk](mailto:FacilitiesServicedesk@napier.ac.uk)  Note: This includes security, car parking, fire alarm isolations, etc. |  |  |
| Conference & Lettings Office  [conferences@napier.ac.uk](mailto:conferences@napier.ac.uk) |  |  |
| Other |  |  |

|  |  |  |
| --- | --- | --- |
| Do you need the following paperwork / documentation? | Check / Double Click box  (if notified) | Confirmed / Completed |
| Risk Assessment/s |  | COMPLETE |
| Insurance Cover |  | CONFIRM:  <https://bdavison.napier.ac.uk/opsman/documents/Insurance.pdf> |
| Schedule of Rates |  |  |
| Catering |  |  |
| Conference Office |  |  |

Note:

1. If you are going to use equipment or resources that could set off the fire alarm, please contact Facilities Service Desk for help and advice ([FacilitiesServicedesk@napier.ac.uk](mailto:FacilitiesServicedesk@napier.ac.uk)).
2. If you require additional electrical power or changes to the room layout, contact Facilities Service Desk ([FacilitiesServicedesk@napier.ac.uk](mailto:FacilitiesServicedesk@napier.ac.uk)).
3. IT advice and assistance – Contact Information Services Desk ([ISServiceDesk@napier.ac.uk](mailto:ISServiceDesk@napier.ac.uk)).
4. Marketing information or assistance – Contact Marketing and External Relations ([marketing@napier.ac.uk](mailto:marketing@napier.ac.uk)).
5. Safety and Fire advice – Contact Health and Safety Office ([health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk)).
6. Advice on spaces and rooms – Contact Conference and Letting Office ([Conferences@napier.ac.uk](mailto:Conferences@napier.ac.uk))