**Event Management and Event Safety Policy**

**Appendix F – Event Controller Responsibilities Acknowledgement Form**

**(This form must be signed and submitted to Buildings & Estates with your venue/space booking request. The venue/space booking confirmation will not be issued until the completed form has been received.)**

I confirm that I am the Event Controller for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Event) scheduled to be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) and acknowledge that I am therefore ultimately responsible to ensure the following:

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| --- | --- | --- |
| **Event Controller Responsibilities** | | |
| 1. | I have read and fully understand the University of Galway Event Management and Event Safety Policy (EMESP). |  |
| 2. | I have read and fully understand the University of Galway Alcohol Policy. |  |
| 3. | I have sought and received approval from the relevant Head of School/Director to proceed with my event. |  |
| 4. | All communications in relation to the event must be directed via me to the Buildings & Estates contact. |  |
| 5. | The Events Risk Matrix is to be completed, reliably scored and submitted to Buildings & Estates within the timelines set out in the EMESP or my venue booking will be cancelled. |  |
| 6. | The Event Management Plan and Risk Assessment are to be completed and submitted (where applicable) to Buildings & Estates within the timelines set out in the EMESP or my venue booking will be cancelled. |  |
| 7. | I will engage with the all relevant Buildings & Estates staff (including Fire Safety, H&S, Facilities, Security, Grounds, Mechanical & Electrical) in relation to the event planning and will not deviate from the agreed arrangements without prior written approval (which will not be unreasonably withheld). |  |
| 8. | The Venue Set Up Checklist is to be completed and submitted to Buildings & Estates within the timelines set out in the EMESP or my set up will not be facilitated. |  |
| 9. | The Events Sustainability Checklist is to be completed and submitted. |  |
| 10. | Third party service providers will be procured in line with procurement guidelines and that I must collect and submit all relevant third party insurance information (including a specific indemnity for University of Galway) to Buildings & Estates for review and approval within the timelines set out in the EMESP or said third party service providers will not be permitted on campus. |  |
| 11. | That the event is adequately staffed to ensure compliance with the Safety, Health & Welfare at Work Act 2005 all other relevant Health & Safety Regulations, Fire Safety Legislation and the approved EMESP. (E.g. Fire marshals, first aider’s, communications strategy etc.) |  |
| 12. | I or my nominated person in charge will be present at the event for its entirety (or agreed timeframe) to ensure all elements of the Event Management Plan are in place throughout the event and so that any issues can be escalated directly to me as necessary. |  |

**Event Controller Name in Block Capitals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Controller Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Controller Definition:** The Event Controllerhas ultimate responsibility for the management and safety of the event, must ensure there is sufficient time for the planning and approval process, and will be responsible for all communication with Buildings and Estates**.**