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| https://share.hull.ac.uk/Services/VisualIdentity/Logos/University%20of%20Hull%20Black%20JPEG%20Logo.jpg | **EVENTS** **Event Request Form**  |
| **HEALTH & SAFETY SERVICES** | VERSION: V1 | DATE: MAY 2019 | REVIEW: MAY 2022 | **22-F1** |

|  |  |
| --- | --- |
| **Organiser details** |  |
| Department/Club/Society: |  |
| Name and Job role/Committee position: |  |
| Staff/Student number: |  |
| Email: |  |
| Contact number: |  |

|  |  |
| --- | --- |
| **Event details** |  |
| Name and type of event: |  |
| Proposed date(s): |  |
| Proposed start and end times: |  |
| Proposed location(s): |  |
| Number of people involved: *(please outline how many organisers and participants)* |  |
| Description of the event: *(Please include a detailed breakdown of what is involved and any equipment/materials etc.)* |  |
| Risk assessment attached?  |  |
| Method statement attached? |  |
| Staff/Student number: |  |
| Insurances attached or covered by HUU insurance? |  |
| Other relevant documents attached?  |  |
| Drone required? |  |
| Sign off: | Sign:Print:Date: |
| Date sent to safety office: |  |

**Please send this form the** **Healthandsafety@hull.ac.uk**