

**UNUSUAL EVENT NOTIFICATION FORM**

|  |  |
| --- | --- |
| Description /Reason of Event |  |
| Any Unusual need requests |  |
| Date of Event |  | Time of Event |  |
| Campus |  |

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

|  |  |  |
| --- | --- | --- |
| **Internal Responsible** **Person (Co-ordinator**) | Staff Name: Student Name | Staff Tel: Student Tel: |
| Service/School:  | Staff Email: Student Email: |
| **Form Circulated** | Date:  | Version: |

|  |  |  |
| --- | --- | --- |
| Initial Permission(as appropriate) | Check / Double Click box (if notified) | Confirmed / Comments |
| Dean / Director  | **[ ]**  |  |
| Health and Safetyhealth&safetyoffice@napier.ac.uk  | **[ ]**  |  |
| Fire Safetyhealth&safetyoffice@napier.ac.uk  | **[ ]**  |  |
| Marketing and External Relationsmarketing@napier.ac.uk  | **[ ]**  |  |
| Facilities Service DeskFacilitiesServicedesk@napier.ac.ukNote: This includes security, car parking, fire alarm isolations, etc. | **[ ]**  |  |
| Conference & Lettings Officeconferences@napier.ac.uk | **[ ]**  |  |
| Other | **[ ]**  |  |

|  |  |  |
| --- | --- | --- |
| Do you need the following paperwork / documentation? | Check / Double Click box (if notified) | Confirmed / Completed |
| Risk Assessment/s | **[ ]**  |  |
| Insurance Cover | **[ ]**  |  |
| 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).
2. If you require additional electrical power or changes to the room layout, contact Facilities Service Desk (FacilitiesServicedesk@napier.ac.uk).
3. IT advice and assistance – Contact Information Services Desk (ISServiceDesk@napier.ac.uk).
4. Marketing information or assistance – Contact Marketing and External Relations (marketing@napier.ac.uk).
5. Safety and Fire advice – Contact Health and Safety Office (health&safetyoffice@napier.ac.uk).
6. Advice on spaces and rooms – Contact Conference and Letting Office (Conferences@napier.ac.uk)