​University Parks

The Tentorium, South Lodge, South Parks Road, Oxford OX1 3RF

university.parks@admin.ox.ac.uk

01865 282 040

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**University Parks Event Request Form**

In order for your event to be put forward and reviewed by the Superintendent and Curators of the Parks, please complete in as much detail the form below. We withhold the right to decline any event without reason; if your event request is approved then a Risk Assessment and further documentation may be required.

|  |  |
| --- | --- |
| **Event Organiser**(Organisation, Company or Private) |  |
| **Main Contact** |  |
| **Email** |  |
| **Contact Number** |  |
| **On The Day Contact Number** (if different from above) |  |

|  |  |
| --- | --- |
| **Event Title** |  |
| **Event Description -** Please provide as much information regarding your proposed event as possible. What is the event? What will the event involve? |
| **Date(s) of Event:** |  |
| **Event Start Time:** | **Event Finish Time:** |
| **Number of Attendees:** |  |
| **Location –** Please see the Parks map for reference ([parks.ox.ac.uk/visitor-map](https://www.parks.ox.ac.uk/visitor-map)) and let us know where you wish to host your event. Most events need to be held in the Public Play Areas, marked in yellow.  |
| **Equipment / Structures –** Please list any equipment or structures you wish to bring on-site. For example, gazebos, marquees, stages, outdoor games.  |
| **Vehicle Access –** Please provide details below of any vehicles requiring access on site. For example, catering vehicles, marquee company vehicles.  |
| **Catering Arrangements –** Please provide details of your catering arrangements. For example, self-catered or external catering company.  |
| **Insurance Arrangements** Public Liability Insurance (value of £10 million) must be obtained for any event |  |
| **First Aid Cover** |  |
| **Is there a charge to attend your event?** |  |
| **Charity / charities supported** |  |
| **Parking Required**Depending on the season, we may be able to offer parking spaces for Event Organisers by South Lodge. Please provide details of how many spaces might be required.  |  |
| **Any other relevant information or requirements** (e.g. how regularly would you like to hold this event?) |  |

Please return completed Event Request Form to: university.parks@admin.ox.ac.uk