

Event Safety Information

Name of Event: _____
 Date of Event: _____
 Name of Main Function Room: _____
 Contact Name _____
 Contact Telephone Number: _____

Please note that there are sprinklers in the hotel. To prevent activation of these please ensure that all heat sources including lighting are at least one cubic metre away from the heads (including below safety information completed, see notes for requirements) and supporting documentation enclosed:

	Yes	N/A
Detailed Scaled plan of event		
Site Specific Risk Assessment		
Method Statements for rigging		
Public Liability Insurance cover of £5 million		
Employers Liability Insurance cover of £5 million		
COSHH data sheets and assessment		
Curtain / drapes etc. flame retardant certificates		
Training certificates / operator licences		
Distribution network information. Electrical installation safety cert.		
Any relevant H&S policies		

During the function will any of the following be used?

	Yes	N/A
Use of smoke machine (water based only)		
Use of pyrotechnics		
Smoke detector isolation		
Use of laser		
Set or large staging (not provided by hotel)		
Exhibition stands		
Clients own food		
Vehicle in room		
Any other significant fire risk such as flammable items		
Any entertainment inc DJs, bands, performing arts etc		
Lighting rig		
Access to any roof areas required		
Any other safety hazard		

For all of the above a site-specific risk assessment must be provided. Blank assessments for lighting rigs, pyrotechnics and lasers are attached.

I have read the attached Conference and Events Arrangements safety information and confirm compliance. I understand that failure to comply with the above safety requirements may result in the hotel or local authority refusing the event to proceed or closing the event.

Production company	
Signed	
Print	
Date	

Please return all relevant information and supporting documentation to your Event Planning Manager, 28 days before event date for approval by Dewi Miles, Health and Safety Manager. The copy with signature of Health and Safety Manager will be the plan used for the event. Any amendments should be approved with signature in advance.

Conference and Events Arrangements

Safety Regulations

1. You are required to comply with all statutory, local authority and standards, institutions, regulations, and requirements for the time being in force that are applicable to your use of the Hotel Premises and facilities. It is your responsibility and not the hotel's to ensure you are aware of such matters.
2. All safety information required by the hotel must be provided 28 days before the date of the event.
3. All set up crew and production crew will be required to sign in and out daily at the 24 hour security office. This signature will be to agree with hotel safety rules and will be used for roll call purposes in a fire situation.
4. Hilton Birmingham Metropole is a non-smoking venue from 1st January 2011. Smoking shelters are provided to the left of LivingWell Health Club entrance and are clearly marked. Please do not use fire exits or guest entrances for smoking.

Plans

1. A scaled plan of the event must be submitted to the hotel clearly showing all signage, equipment, staging, fire exits, seating, drapes, position of pyrotechnics, smoke, number of occupants etc. for approval 28 days prior to the event.

Risk Assessment

1. A risk assessment, specific to our premises and the event, must be presented to the hotel for approval for all activities carried out and equipment used. This must include confirmation that your employees have received relevant training and include information relevant to any sub-contractor.
2. Copies of public and employers liability insurance certifications (including level of cover) must be provided to the hotel.
3. A site-specific risk assessment for the use of pyrotechnics / smoke / fog machines must be completed (copy attached). This must be submitted to the hotel 28 days before the event.
4. A site-specific risk assessment for the use of any lasers must be completed. This must be submitted to the hotel 28 days before the event to enable authorisation from the Local Authority. Any costs will be at the provider's expense.
5. Relevant test certificates of work equipment must accompany equipment to site for inspection as necessary. Any certificates not presented may result in refusal for use of that equipment on site.
6. All hazardous substances brought into the hotel must be supplemented with safety data sheets and COSHH assessments.

Access Equipment

1. When mobile elevated working platforms are to be used, the operator must produce a valid licence appropriate to the platform, prior to use. An in-date certificate of examination must be available to demonstrate compliance with the lifting operations and Lifting Equipment Regulations 1992.
2. Ladders will not be supplied by the hotel. Ladders used must be adequate and in good repair.
3. Scaffolding / mobile towers must be erected by a competent person, and used in an appropriate manner.

Fire

1. The number of persons attending the event must not exceed those agreed with the hotel prior to the event, without further written approval.
2. All production personnel involved must receive a fire safety briefing prior to the event (copy attached). It is your responsibility to ensure that this is carried out. The hotel fire alarm must be audible over volume levels at the event. These levels must not exceed 80 dB(A).
3. Flammable or hazardous substances must not be brought into the hotel unless approved. If the substance(s) is to remain on the premises suitable flameproof and locked storage facilities must be provided for the duration of the stay. Additional fire extinguishers require to be provided by the client. At the end of the event all substances must be removed from the premises. Any hotel extinguishers used must be reported to the hotel duty manager.
4. All curtains, drapes and other decorative materials brought into the hotel should be durably flame-retarded fabric or inherently flame-retarded. Where curtains are permitted in front of fire exit doors (with the approval of the hotel) they should be hung so as not to obstruct exit signs.
5. Fire exits and escape routes must be kept unobstructed at all times. Notices of fire exit locations must be clearly visible at all times. Any proposed amendments to the layout of the fire escape routes must be submitted to the Health and Safety Manager for assessment and approval.
6. Where more than 250 temporary seat are to be used the chairs require to be secured together in lengths of 4-12 to allow free and ready access direct to the exits. Provision should be made to prevent the individual seats or rows being dislodged. There should be clear gangways between these chairs.

Electricity

1. Where temporary electrical services are required the installation and maintenance must comply with the current IEE Regulations.
2. A 'competent person' must undertake / oversee electrical work on site for the duration of the installation. The competent person must have relevant training and experience and provide the hotel with relevant certification.
3. Details of distribution networks should be submitted to the hotel 28 days prior to the event, and made available for reference for the duration of the event.
4. Testing for earth loop and impedance, conductivity and insulation resistance must be made at the client's expense. An installation safety certificate of testing must be submitted prior to the system being energised.
5. Portable electrical appliances must comply with the Electricity at Work Regulations 1989.
6. No live working may be undertaken on site without applying to the chief engineer for a permit to work.
7. Trailing cables must not obstruct access or fire escape routes.
8. The hotel's electrical circuits are protected by circuit breakers, which may activate if electrical equipment is faulty or a power overload occurs. The hotel accepts no responsibility if this occurs due to the client installation.
9. Any portable electrical equipment brought in for use must be electrically tested and may only exceed 110v with prior approval of the Health and Safety Manager (subject to conditions).

Security

1. We would request that function rooms are never left unattended. If this is necessary you must contact security to lock the room. Do not leave any valuables unattended.
2. Hilton Birmingham Metropole does not accept liability for loss or damage for any item of equipment, furniture or other property brought onto the premises by the client.
3. Appropriate uniforms and security identification must be worn by production/exhibition employees.
4. Please ensure that all exit and egress is via the employee and contractor entrance.

Vehicles

1. Vehicles can be brought into the hotel only with prior notification and approval. Any vehicle brought into the Hotel must have the following:-
 - Petrol tank empty of fuel
 - Battery disconnected
 - Oil drip tray under the engine
 - Windows shut
 - Doors locked
 - Keys removed from car
2. Under no circumstances is the vehicle to be driven into/out or around the room. It must be pushed on tracks. Please note that no Hilton personnel will be present during the access/egress.
3. Temporary vehicle access is permitted for loading and unloading at the areas agreed, in advance, by the hotel.
4. Before unloading, drivers should contact the 24 hour security office to advise of arrival.
5. Access delivery times must be agreed with the hotel prior to the event.
6. Vehicle engines must be turned off during loading and consider neighbourhood noise to local and hotel residents between 8pm – 8am.
7. Drivers of vehicles must comply with any direction and advice given by Hotel Security.

Unistruts

1. The safe load of ceiling hangers (200kg) must not be exceeded.
2. M16 hooks are available in varying lengths for installation purposes. Each hanger must be fully screwed into the Unistrut channel nut in excess 16mm depth and be locked underside by the square 16mm hole washer and M16 hexagonal nut. The unistruts are certified to accept 200kg maximum per hanging point and hangers should be spaced to spread the loading across the length of the truss.
3. On completion hangers must be carefully removed and placed back into the relevant hotel containers.
4. The attached lighting assessment must be completed if plan to erect trusses.
5. Please advise if the unistruts are to be used for sustaining the weight of personnel.

General

1. Helium balloons are not permitted on the premises without the approval of the hotel and all controls detailed within a detailed risk assessment.
2. No canisters of Helium or oxygen etc are to be left. There will be a charge for removing such items.
3. Smoking is prohibited in all internal areas of the building. There is designated smoking shelter to the left of LivingWell Health club.
4. Any waste must be disposed of with a Duty of Care in compliance with the Environmental Protection Act 1990. Any waste left behind may be chargeable for clearing.
5. Children will not be permitted in the area during set up / close down of the event.
6. Any wood sawn on the premises must be carried out on a protective covering.
7. Sprinklers are fitted throughout the hotel, please ensure all heat sources are kept away from them. If they are activated due to negligence on your part we reserve the right to claim on your insurance to make good any damage.
8. Any visit by the Environmental Health Officer, Fire Authorities, or Emergency Services should be made known to the hotel Duty Manager as a matter of urgency.
9. Breakdown and egress from the building must take into account "safe working practices" and noise levels causing to disturbance to hotel and local residents.
10. This list is not exhaustive and requires the hotel to be notified of all activities to be undertaken at the hotel. Details of safety controls to be implemented must be included in a risk assessment.

Pyrotechnics

1. Pyrotechnics must not be used in the hotel without a site specific risk assessment and prior approval.
2. Any firings of pyrotechnics must be carried out by a competent person.
3. A clear line of site must be shown on a detailed plan of pyrotechnic positioning.

Lasers

1. Lasers cannot be used without our prior approval at least 28 days prior to the event.
2. A site-specific risk assessment must be submitted to Hotel with a copy of the laser risk assessment provided who will pass to Solihull Borough Council for approval.

Failure to comply with the above safety requirements may result in the hotel or local authority refusing the event to proceed or closing the event

I have read and understood the above safety rules on behalf of

_____ (Company)

Signed	
Print	
Date	

Safety Notice to All Contractors in the Hotel

In the interests of safety and to ensure that all contractors are aware of the hotel fire procedures, the hotel requires that you communicate the following information prior to the commencement of work.

Fire Alarm Procedure

In the event of a fire situation, a high pitched warble will sound continuously. On hearing this sound, please evacuate using the nearest exit. If you are in the process of operating equipment such as power tools or mobile platform lifts, please first switch off/isolate and secure them.

Please leave the building and congregate at the fire assembly point (car park 1 at the front of the building). Please advise the fire coordinator that all your personnel are accounted for. The fire coordinator will inform you via a tannoy when it is safe to re-enter the building.

**FAILURE TO COMPLY WITH THE ABOVE SAFETY REQUIREMENTS
MAY RESULT IN THE HOTEL OR LOCAL AUTHORITY
REFUSING THE EVENT TO PROCEED OR CLOSING THE EVENT.**

Pyrotechnics and Smoke Assessment Form

Name of Event:		Function Room Used	
Date of Event:			
Make of pyro device:		Quantity Used	
Type of pyro device:			
Type of Effect:			
Storage in hotel prior to use:			

Set Up of Pyro

Responsible Person:			
Qualifications and/or experience:			
Position of device:			
Safety key system for firing (Control box to be purpose made and key operated. Key kept with responsible person at all times. Key not be left in control box when not manned)			
Projection of pyro ejected materials -		Horizontal (metres):	
		Vertical (metres):	
Distance of flameproof area around pyro (metres):			
Distance of closest person on stage (metres):			
Safe distance to audience/entertainers (as per manufacturer instructions – metres):			
Confirm line of sight for persons firing:			
Isolation times required for fire detectors (liaise with Hilton Event Manager)			
Confirm fire extinguisher immediately to hand:			

Use of Pyro

Name of responsible person:	
Qualifications and/or experience:	
Time of Firing:	
Instructed by:	
Number fired at one time:	
What intervals between firing:	
Procedure for failing to ignite / emergency procedure:	
Disposal:	

GENERAL:

1. Do not smoke when handling
2. Keep away from naked flames
3. Use only with professional firing system with safety key and momentary button
4. Do not use in confined space
5. Do not use near flammable materials
6. Keep pyrotechnics away from source of electrical ignition
7. Pyrotechnics must only be fired by a person with a direct view of the firing area ensuring all persons are well clear
8. Ensure that hot particles do not cause injury to persons or damage items/equipment/floor etc.

USE OF SMOKE / DRY ICE ETC. (Brief details of type, use and controls in place):

Name:	Signature:
Company:	

Pyrotechnics / smoke may not be used unless this form has been completed and approved by the hotel at least 28 days prior to the event.

Laser Installation Information

The following information should be provided about the type of laser installation that is to be used during your event, the type of effects planned, and contact details should further information be necessary. All of the sections should be completed in full.

<i>Event Details</i>	Name of event		Date of Event		Name of function room			
Audience Profile (i.e. anticipated age range):		Will the audience have access to alcohol?		Is the event seated, standing or both?				
<i>Details of Event Organiser</i>	Company Name		Contact Name		Contact Telephone Number			
<i>Details of Company operating Laser Installation</i>	Company Name		Contact Name		Contact Telephone Number			
<i>Details of Installation and Effects</i>								
Number of lasers to be used	Class of Laser	Type of laser	Laser installation to be used to project static/ scanned emissions at imaging screens?		Laser installation to be used to project static/ scanned emissions into free space?		Is the installation to be used to scan the audience during the event?	
Laser 1			Yes	No	Yes	No	Yes	No
Laser 2			Yes	No	Yes	No	Yes	No
Laser 3			Yes	No	Yes	No	Yes	No
Laser 4			Yes	No	Yes	No	Yes	No
Provide a basic sketch indicating the position of the laser installation(s) within the venue - either on the reverse of this sheet or attach a separate sheet.								
Provide a basic description of the effects the laser installation will be used for:								
Name of Person completing form:								
Contact Telephone Number:								

Important Information

It is essential to remember that when a laser is used, the Health and Safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999 require that an assessment be conducted of the health and safety risks to everyone potentially affected by the laser display i.e. laser operators, venue employees and members of the public.

The assessment should be documented and be site specific, considering the type of laser installation, the size and layout of the venue, the type of event, the audience profile and their anticipated behaviour. The necessary measures to avoid any foreseeable risk, so far as is reasonably practicable should be decided upon.

All parties connected to the laser display have responsibilities related to the safety of the display, and therefore liaison should be conducted at an early stage to ensure all potential hazards are controlled.

The hotel is subject to the authority of the Solihull Borough Council for matters relating to lasers, and such, cannot guarantee their authorisation for use.

Lighting Rig Information

Number of trusses to be suspended from the ceiling _____

Weight of each truss (including lifting gear)

	Weight
Truss 1	
Truss 2	
Truss 3	
Truss 4	
Truss 5	
Truss 6	
Additional trusses	

What type of unistrut attachment will you be using (recommended M16)		
Are there any moving objects on the trusses (please circle)	YES	NO
What are the weights of these moving objects		
Are there any heavy load points on any truss		
Any other information relating to lighting rigs		

Information

The maximum load of the truss is 200kg per hanging point, spaced at least 1600mm apart, the unistrut attachments are M16 thread. If you cannot use M16 you must consider this in the weight loading and provide a suitable risk assessment for approval by the Hotel safety representative. The work must be carried out by a qualified rigger – please submit certification of these qualifications 28 days prior to the event.

Derigging

The derigging of a set, stage trusses or any other equipment must be conducted at all times in a safe and considerate manner. Hotel staff also operate within rooms during set down to clear away furniture and clean the room. It is therefore essential the production crew manager liaises with the head waiter on duty to ensure that the safety of hotel staff is not compromised. The lowering of trusses should only commence when the hotel staff have finished clearing and vacated the area below.

Staging

The hotel is able to provide 1ft high staging for a variety of different stage dimensions. This staging is provided for standard light duty use such as people, tables, lecterns and chairs. Hotel staging should not be stacked nor should it be used to support additional set material such as podiums, back drops or additional staging. At all times, production crew, speakers and any other persons likely to use the staging should be made aware of the drop on all sides.

Monarch Roof Access Statement

The Monarch entrance to the hotel can be used for hanging banners for your conference or event on the day. Should you wish to use the hanging space above the Monarch entrance doors, the hotel will require 28 days written notice.

In the event that you request the hotel to hang a banner for you, we will endeavour to confirm to you whether this will be possible for the day of your event, providing we receive the above mentioned notice.

In the event that the production crew is asked to erect the banner, they must observe the following rules:

- The entrance flat roof does not have edge protection nor any other fall prevention measures. As such, access to the roof itself is prohibited.
- Accessing the eyebolts to hang the banner must only be made from a safe mobile elevated working platform or appropriate scaffold tower.
- The hotel must be notified prior to the erecting of a banner of the intended time it will be installed.

Non Hotel Food Used in Food Service

Should you wish to supply your own food sources for our kitchens to prepare on your behalf, please note that approval will be required. To help the hotel determine whether this will be possible, the following information will be required:

Name of function:		Date of function:	
Description of food intended for being brought into the hotel:			
Before approval, we request the following information.			
Who is the manufacturer or supplier of the food?			
When will the food be prepared?			
What level of food hygiene training do food handlers hold? (Please send copies of certificates)			
Has manufacturer completed hazard analysis and does he/she carry out internal food hygiene audits? If yes, please send copy.			
Last Local Authority Inspection with copy of Inspection Report.		How will the food be delivered to the hotel, and when will it arrive?	
Are there means to separate raw and cooked foods (where applicable) during transport, and is the transport refrigerated?			

Hilton reserve the right upon approval of this request to sample foods being delivered to the hotel and refuses to accept any form of liability for any contamination complaints or illness arising from food consumption. This information will be required at least 28 days prior to the event for consideration by the Health and Safety Manager.

Signage Policy

The Hotel must agree to all signage prior to the event. Signs should be freestanding but must not obstruct the corridors or fire exits.

A4 office printed signage will not be permitted around any areas of the hotel or fixed to any infrastructure or fitting, either fixed or portable.

The hotel provides a number of frames and bus stop signs, which may only be used with prior consent. The signage has to be of a professional finish and under no circumstances to be handwritten, contain spelling mistakes or poor grammar. The hotel has the right to remove any signage containing the above or content that could be offensive to others, inappropriate or unsuitable.

Additional signage will only be permitted if being hung from trussing or if free standing. The location of which must be agreed by the Hotel management and relevant risk assessments and method statements provided by the client.

Only professionally designed signage be allowed to be used and the frequency of such signage has to be agreed by the Hotel management. At an additional cost, static cling signage can be provided to be used on walls and window with prior consent. Artwork should be provided well in advance and we will contact our supplier on your behalf for printing.

At no time will any collateral be allowed to be stuck to our walls or windows using products such as sticky tape, Velcro, glue, double sided sponge tape, nails, pins or tacks. This list is not exhaustive. The use of blue or white tack must be agreed prior to the event. Any damage caused by the placing of signs will be chargeable sticky tape or any form of semi-permanent or permanent adhesive. Professional foam board signage will be accepted as standard.

Adhesive signage on glass, floors, walls and other surfaces can only be used with prior consent and must be completely removed, without causing damage, by the client or a representative thereof. A charge will be made for the removal of signage and for the repair of any damaged surface as a consequence.

All signage must be disposed of prior to departure.

Deliveries

Any deliveries to be made to the hotel prior to your event, should be accompanied by the form below. Without prior notice we can not accept more than 4 x A4 size boxes.

Also there is a return form for any items left on site for collection. Pick up is required at the finish of your event, after this period the hotel may need to dispose of any items left on site (again we can accept no more than 4 x A4 size boxes) without prior confirmation.

Please note that deliveries or pick ups without labels will not be accepted by the hotel or stored by the hotel.

Please use the following delivery and return labels.

Delivery Label

To: Security Hilton Birmingham Metropole NEC Birmingham B40 1PP	Event Manager	
	Name of Event	
	Date of Event:	
	Room Name:	
	Stand Name:	
	Stand No	
Sender Details		
Name:		
Address:		
Telephone No:		Number of boxes
Contents		
	Box	of

Deliveries will only be accepted at the Security office located at the rear of the hotel and will not be accepted more than two working days prior to the event date.

Please note that the hotel does not accept responsibility for the loss or damage of any materials accepted/ stored by the hotel.

Returned Goods Label

Please complete and attach to parcel

Return Address:	
Courier Details:	
	Box <input type="text"/> of <input type="text"/>

Please note that all parcels/shipments must be collected on the same day the event finishes.

Goods cannot be stored at the hotel. The hotel is not responsible for any goods left on site

Please make arrangements in advance for collection

Rubbish Removal

The hotel is committed to the Hilton Sustainability Policy. Our skips are intended for hotel use only. If you envisage a high level of debris from your event, please advise your Event Planner in advance.

Rubbish & Signage Removal

Skip hire is charged at £150.00 per unit. Charges for removal of rubbish and signage are £25.00 per hour

Usage of a 'confetti gun' or similar will incur a one off charge of £250.00 for the cleaning of the room. This will cover the hire of specialised cleaning equipment and additional labour to carry out the intensive cleaning.