

Throughout this document there are references to the Gazebo Lead. In the first instance, this will be Chris Asbridge. In his absence, this responsibility may be passed to Activities Manager.

Lancaster University Students' Union Gazebos

Any additions to this will be approved by VP Activities, Martin Ennis, Activities Manager and Jane Morgan Jones, Financial Controller.

Users

- As agreed, the key user groups for these stalls are:
 - Lancaster University Students Union Departments
 - Lancaster University Students Union Officers
 - Lancaster University Students Union Media
 - College JCRS
 - Lancaster University Students Union Activity Groups

Availability

- Gazebos are available to hire on a Tuesday between 10am and 5pm.
- Gazebos may be available on other days via prior agreement with Gazebo Lead. For Gazebos to be hired on alternative days, a trained crew member will need to be present at set up and take down of the Gazebos (see CREW).
- Gazebos are not available on a Thursday due to the Farmers Market.

Conditions of Use

Bookings

- All requests for stalls must be made using the appropriate Gazebo Booking Request Form. Requests must be made two weeks in advance.
- Bookings are not confirmed until payment has been received (see COSTS) and a confirmation email has been sent by the Gazebo Lead
- Requests for use will be on a first come, first served basis. Large scale LUSU Events will be allocated prior to the start of the academic year. At this point, other key user groups will be asked to make requests.
- Requests for the gazebos will be made to the Gazebo Lead, as per the Gazebo Booking Request Form. Checks will be made on availability and activity.
- Before hire, activity within the stall must be agreed between the Gazebo Lead and the lead hirer.
- A Gazebo space is 3m by 3m; this could be housed in an individual Gazebo, but may also be part of a larger Gazebo. It will include a roof and one table.
- If the hirer requires additional equipment this must be specified in advance using the appropriate Gazebo Booking Request Form. Checks will be made on availability.

Activity

- Gazebos are available to hire to advertise the hirers group, promote the hiring groups events or fundraise for charity/hirers group.
- Gazebos cannot be used to promote a company or business.

- Any activity which is undertaken must fall within a group's normal activity or will require additional paperwork in the form of a risk assessment to be completed after agreement with the Gazebo Lead.
- All activity should be achievable within a 3m x 3m space. Anything outside of this will need to be agreed with the Gazebo Lead.
- Full details of activities to be undertaken must be given to the Gazebo Lead using the appropriate Gazebo Booking Request Form.
- Requests which require additional space or additional supporting documents must be received a minimum of 2 weeks in advance.

Food

- Only cakes can be sold from a Gazebo. No other food or drink can be sold.
- No food or drink can be sold or given out which competes with vendors already present on campus with the exception of cakes.
- Food or drink can be given out for free in sample sizes (no more than 100ml).
- Any food or drink cannot be branded with a company's name or advertising a company (e.g. Krispy Kreme).
- Any food must be prepared in the presence of someone with a food hygiene certificate or pre-packaged in accordance with LUSU's Safety Framework.
- Any food or drink must be agreed with the Gazebo Lead.

Power

- Power will not be provided as a standard.
- Power can be organised by prior agreement with Gazebo Lead for exceptional circumstances for activities which require it. Power will not be provided in instances where it is not require but is preferable.
- Requests for power must be made to the Gazebo Lead by the appropriate Gazebo Booking Request Form at least two weeks in advance.

Alternative Days

- It is the responsibility of the lead hirer to ensure there are sufficient and trained individuals to set up and take down Gazebos.
- If the hirer is unable to provide trained crew members to set up Gazebos, either from their group or a trained crew volunteer they must be hired from LUSU (see CREW and COSTS).
- Erection of Gazebos can only be undertaken under the supervision of a trained crew member (see CREW).
- If Gazebos are to be set up away from Alexandra Square, this must be agreed with the Gazebo Lead and be transported in a suitable vehicle, as agreed with the Gazebo Lead.

Crew

- A trained crew will be drawn together and be made up of Lancaster University Students Union Staff, Lancaster University Students Union Officers and students recruited for the purpose.

- The Gazebo Lead will sign off all crew members when they have completed competency training.
- An up to date record of these individuals will be kept by the Gazebo Lead.
- The Gazebo Lead will not approve individuals external to LUSU's structures.
- There will be training opportunities throughout the year to train Executives and enable them to have trained crew members.

Costs

- All costs referred to in this document are excluding VAT.
- There is a charge of £20 for user groups when stalls are booked on a Tuesday.
- For all other days, there will be a set up charge of £48 to cover crew costs for set up and take down if the group is able to provide trained crew (see CREW).
- For all other days, if the group is able to provide trained crew (see CREW), there will be a charge of £20 to cover crew costs for signing out equipment.

Larger External Marquees (LUSU Departments)

- Marquees can be ordered in bigger sizes than the LUSU 6m x 3m gazebos from an external company, Evans Marquee Hire Ltd. It is the responsibility of the hirer to make the booking
- Costs are dependent upon size, linings, floors and lighting and a quote can be obtained from the company.
- A project plan for these marquees and activity within needs to be given to facilities (Lisa Williams l.williams@lancaster.ac.uk) at least 2 weeks in advance of the date.
- Requests for power for external marquees will need to be made at least 2 weeks in advance in the form of a Project Request handed in to facilities.
- When the marquee arrives on campus you will need to meet a representative of the company to inform them of the exact location of the marquee.
- All activity must follow the guidelines above unless additional permission has been given by facilities. (See CONDITIONS OF USE, ACTIVITY, FOOD)