**Party Application form**

1. **This form must be completed in full before ANY party can be granted, 48 hours in advance. Once completed please send the form to** [**SecurityTeam@wlv.ac.uk**](mailto:SecurityTeam@wlv.ac.uk)**.**
2. **The signing of this form indicates your agreement to accept liability for any damage caused by you and your guests.**
3. **You and your guests co-operate with all campus staff when you are requested to make less noise or end the party.**
4. **The party MUST finish at 1am (Mon/Fri) / 1:30am (Sat-Sun)**
5. **The party must not be advertised on social media.**
6. **There must be at least one of the named students below always present.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of block** |  | | **Kitchen number** | |  | |
| **Name of 3 students responsible** | | | **Room number** | | **Signatures** | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
| **Day party will be held** | |  | **Date** |  | **Start time** |  |
| **Contact mobile and email** | |  |  | | | |
| **Reason for party** | |  | | | | |

**OFFICE USE ONLY**

**TO: (first named student)**

**BLOCK:**                                                               **ROOM NO:**

|  |  |  |
| --- | --- | --- |
| **Party Granted** | **Yes** | **No** |

**If your party has NOT been granted and still goes ahead, you will be liable for disciplinary action.**

**Signed:                                                          Date:**

**Security services**

**Contacting Security -Available 24/7**

* **External 01902 322106**
* **Internal 2106**

**Calls to this number are recorded for training and quality assurance purposes**

**You can also use the** [**SafeZone app**](https://www.wlv.ac.uk/university-life/security-services/security-apps/)**to contact security team whenever and wherever you are on Campus- the app allows you to share your location meaning someone can come quickly, even if you are not sure of exactly where you are.**

[**https://www.wlv.ac.uk/university-life/security-services/security-apps/**](https://www.wlv.ac.uk/university-life/security-services/security-apps/)

**We highly recommend that you are signed up to Safezone and have the Security contact saved to your phone prior to your party.**

**If someone becomes sick or injured, please follow these steps:**

* **If the illness or injury is suspected to be life threatening, call 999 immediately. Ask somebody to call the Security Control room and inform them that an ambulance is on its way.**
* **If the illness or injury is not life-threatening contact the Security control room and request a first aider, or use the Safezone app and hit the first aid tab.**

**Signed:                                                          Date:**

**Signed:                                                          Date:**

**Signed:                                                          Date:**