

Guidance for Conference Room users The Venue@DMU

This document provides useful information when planning an event in the conference rooms at The Venue@DMU (The Venue) and should be used alongside the booking Terms and Conditions. The event organiser is responsible for ensuring that the relevant requests and forms are submitted for each event.

If you have any queries, please contact a member of the DMU Venues team on dmuvenues@dmu.ac.uk or **0116 250 6000**.

Access

The standard opening hours for the building are **8am-5pm, Monday – Friday**. Access and reception cover can be arranged outside of these hours by advance notification to the DMU Venues team. The event organiser, or nominated person must be present for all bookings and complete an Out of Hours form is required to confirm that a risk assessment has been completed and that all relevant safety requirements are covered, including first aid and emergency evacuation provision.

External visitors, contractors or suppliers are not permitted to work alone in the Venue without a member of DMU staff present.

Furniture and Layout

The conference room default layout is boardroom style with a capacity of 24 in conference room 1 and a capacity of 20 in conference room 2.

If a different layout is required this can be requested by submitting an Estates Helpdesk request. (Please note: there is no storage space available for excess furniture and therefore all furniture must remain in the room ensuring that the fire exits are not obstructed). The room must be returned to its original layout at the end of the booking.

Please Note:

- Only NEC approved tape should be used on floor to ensure residue is not left.
- Signage/posters may not be fixed to wall surfaces.
- Any props, materials, liquid or powders due to be used as part of an event must have prior authorisation by the DMU Conferences Team.

AV & Wi-Fi

Each conference room has a built in PC, AV projector, microphone and speakers. Any additional connections and leads can be supplied by the DMU Venues Team if required by notifying them in advance.

To connect to the DMU-Guest network please ask for password details at Reception.

Username: venuestaff

Catering

All event catering must be ordered through [Chartwells](#). Refreshments can either be served in the breakout area on the first floor or in the conference room. If water and glasses are required, please notify DMU Venues in advance.

Car Parking

Event organisers can arrange event parking in the main car park in accordance to the DMU Parking & Cycle Policy. A loading bay is available at The Venue for equipment drop off. Please speak to reception for further information.

First Aid & Emergency Evacuation

In the event of a fire, the assembly point is The Venue@DMU car park. In the event of a bomb alert, the assembly point is Castle Gardens. Fire action notices are displayed throughout the building in key locations.

Fire action and First Aid notices are displayed throughout the building and it is the event organiser's responsibility to ensure that visitors are familiar with the emergency evacuation and first aid procedure prior the start of the event.

Cancellation Policy

Due to increased demand for our facilities and late notice cancellations, we have implemented a cancellation policy. Any internal booking cancellations for the The Venue conference rooms will require 28 days notice.

DMU Contacts		
DMU Venues Team	dmuvenues@dmu.ac.uk	0116 250 6000
Security Office	stl@dmu.ac.uk	0116 257 7642
Health & Safety	Healthandsafety@dmu.ac.uk	0116 257 7683
Estates Helpdesk	estateshelpdesk@dmu.ac.uk	0116 257 7639
ITMS Service Desk & AV Loans	itmsservicedesk@dmu.ac.uk	0116 250 6050
Chartwells Catering	cateringforyou@dmu.ac.uk	0116 257 7370
Fire Safety Advisor	tross@dmu.ac.uk	0116 250 6677
Procurement and Insurance Officer	ssyed@dmu.ac.uk	0116 207 8016