Department of Biology

Events - Information

Information is required by the Operations Manager (Lucy Hudson) for the approval of the use of Biology space for an event with catering (other than Cucina), use of the Atrium, poster boards or hosting a course/conference/symposium with external visitors. Please read the following, complete the form and email to biol-infrastructure-group@york.ac.uk

If your event involves live music, outdoors or more than 100 attendees please speak to Lucy Hudson before making any booking requests.

Catering
- Please use the University’s caterers Cucina, Wentworth College’s The Edge or Cookies in the first instance, if they are not suitable please ask Infrastructure for further advice
- If you intend to provide food please read the Food Standards Code of Practice

Poster Boards
- Request on the Event Booking Form
- Maximum of 25
- Atrium only

Visitors
- If you have external visitors or exhibitors attending your event please email Biology Reception with details so they can greet your visitors
- Inform your visitors of the parking arrangements on site
- Parking permits can be purchased in advance for £5/day from Reception please quote a workorder

Risk Assessment
As part of the Events Form a risk assessment must be completed to demonstrate that careful consideration has been taken into the risk of harm to staff, students, contractors and members of the public during the event. For example the use of hot water urns and the risk of scalding.

Audio Visual
Details of equipment provision can be found on the room bookings home page, additional audio visual equipment, for example video cameras can be booked through the University’s AV Dept

Room Charges
If the event is a conference we may ask for the following charges, please discuss with Lucy Hudson

- Biology Atrium £600 per day
- Flexible Workshop B/T005 £600 per day
- Dianna Bowles Lecture theatre B/K/018 £600 per day
- Meeting Rooms: B/M/023, 049 & 052 £400 each per day
- Supplier exhibitions in the Atrium £150 per day
- Audio visual support £50 per hour

Green Impact
In the interest of Green Impact, external exhibitors are asked not to request postal addresses for staff in the Department. All information (catalogues / mailing lists / competitions) should be sent electronically.