

General considerations/conditions for holding a BBQ

- The BBQ must be located no less than about 15 metres from the front of the building and must not be put up under an awning/tent/tarpaulin/parasol/etc.
- Fire hose reels must remain accessible. All emergency exits must remain free from obstacles.
- Coal-burning BBQs are not permitted.
- If (party) tents are used, this must be reported to both the Events Office and the building's Facility Service Centre team leader. Tents larger than 50m² require a permit, for which the Events Office must apply to the Municipality of Enschede. Plan for an application period of at least 10 working weeks.
- There must be at least one filled and tested 6-litre fire extinguisher in the immediate surroundings of every BBQ. You are not permitted to have a barbeque if there is no fire extinguisher present.
- In addition to the Events Office, the relevant building managers/Facilities team leaders and university security must also be informed. This means that notifications of BBQs must always be made in advance using the event notifier.
- BBQ organizers must always follow the protocol for parties and activities.
- Prevent (noise-related) complaints from local residents or campus users: inform local residents and/or campus users. A sample information letter is available from the Events Office and the Service Desk of the buildings mentioned above.
- Make a poor weather plan in advance: never hold a BBQ during a storm. Plan for a potential shelter beforehand, or ask the Events Office and/or university security for advice on choosing a shelter.
- The organizers must follow the protocol for parties and activities and the university guidelines regarding alcohol.
- The university's emergency response teams (BHV) (or in certain cases even first aiders) must be present. For more advice, or if you have any questions, please contact the Events Office.

Checklist for BBQ on campus

- Contact the Events Office, copying in the Facilities team leader for the relevant building (or vice versa), to reserve/ask permission to use the location.
- Reserve materials: fire extinguishers, Kliko bins, rubbish pickers, etc., at the Events Office.
- Arrange BHV/first aid
- Submit the BBQ using the event notifier.
- Where necessary/arranged: inform local residents or other campus users.
- During the BBQ: make sure the safety measures are in line with all agreements, regulations and guidelines.
- Make a poor weather plan.
- Leave the location clean and tidy after the BBQ. Report any damage to the Facilities team leader and/or Events Office. Any damage is always charged to the organizers.

Contact details

Security

security-events@utwente.nl General

telephone number: 053 489 2134

University of Twente emergency

number: 053 489-2222

Events Office

events@utwente.nl

General telephone number: 053 489 5868 / 053 489 6820

Links

- Protocol for parties and activities:
<https://www.utwente.nl/en/cfm/activities/organize-activity/protocol-parties-and-activities.pdf>
- Event notifier:
<https://www.utwente.nl/en/cfm/activities/organize-activity/notification-of-an-event/>
- Alcohol guidelines:
<https://www.utwente.nl/en/hr/health-safety/health-welfare/alcohol/association-alcohol-guidelines/>
- BHV regulations:
<https://www.utwente.nl/en/cfm/activities/organize-activity/bhv-regulations.pdf>