

## 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 50m<sup>2</sup> 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](mailto:security-events@utwente.nl) General

telephone number: 053 489 2134

University of Twente emergency

number: 053 489-2222

### *Events Office*

[events@utwente.nl](mailto: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>