

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 i 114.263 0 Td(the)Tj.

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

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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	est(0)-2.99007 (S 11.04 Tf247.49 296.!	