



## CLUB EVENT REQUEST FORM

CLUB AND EVENT DETAILS	
CLUB: If joint club event, list all clubs	
EVENT TITLE	
PURPOSE OF EVENT	
AUDIENCE	<input type="checkbox"/> OPEN TO ALL <input type="checkbox"/> CLUB MEMBERS ONLY
DATE	
START TIME	
END TIME	

VENUE, COST AND OTHER DETAILS			
MAXIMUM NUMBERS		MINIMUM NUMBERS TO RUN EVENT	
VENUE/LOCATION			
DEPOSIT REQUIRED			
BALANCE DUE			
BOOKING DEADLINE			
ROOM BOOKING FORM SUBMITTED?	<input type="checkbox"/> YES (IF APPLICABLE)		
WHAT'S INCLUDED?			
WHAT'S NOT INCLUDED?			
ADDITIONAL INFORMATION			

TICKET PRICES - Events must have a price differential for DUSA and Non DUSA members of 30-50%	
CLUB MEMBERS	
DUSA MEMBERS	
ALL OTHERS	
HOW WILL YOU BE SELLING TICKETS?	

EVENT PROMOTION	
HOW WILL THE EVENT BE PROMOTED?	
HAVE YOU PROVIDED A POSTER?	
ARE YOU PROMOTING CROSS CAMPUS?	
CAN DUSA ASSIST WITH YOUR EVENT IN ANY WAY?	

CLUB CONTACT PERSON	
CONTACT NAME	
MOBILE NO.	
EMAIL	



<b>NAME AND EXACT LOCATION OF EVENT:</b>	<b>Expected crowd size:</b>	<b>'Event Manager' name and contact number at event:</b>
<b>Date and time(s) of event:</b>	<b>Ticket sales:</b>	<b>Person completing assessment:</b>

**THE EVENT MANAGEMENT RISK ASSESSMENT**

We are all aware of the potential risks associated with event management. The 'event organiser' is in the unique position of being able to identify hazards and then work with various divisions across the University to implement practical solutions to rectify these hazards.

By completing this form it will help you to identify and control hazards that are specific to your event and protect the patrons and the University.

Steps to be followed:

1. Review the event and identify the potential hazards.
2. Ensure you have implemented the controls required for all events
3. Arrange for the standard controls to be implemented – liaising with stakeholders as required.
4. Identify any other additional controls you will be implementing.
5. Return this assessment to **Facilities Management Services Division – Property Group** a minimum of 10 working days prior to your event.

Controls required for all events	Comp
Security staff/crowd controls organised through the Facilities Management Services Division	[ ]
Complete appropriate <b>booking form:</b> » Hire of premises – external hirers » DUSA room booking request – DUSA clubs and societies » One off room booking form – internal Deakin hirers	[ ]
Notification of other occupants in the building/space	[ ]
If DUSA event, DUSA Risk Management Plan	[ ]
Emergency Management processes – including provision of access to first aiders and supplies; clear access and egress routes; evacuation procedures	[ ]
Assigned 'event manager' who will be in attendance for the duration of the event	[ ]

Potential Hazards	Yes	N/A	Standard Controls	Comp	Additional Controls
Provision of alcohol?	[ ]	[ ]	Liquor licence to be obtained and appended Responsible service of alcohol certificate for all bar staff cited Systems established for prevention of underage drinking Staff briefed on Deakin procedures/protocols re rest, security, emergency arrangements, bar crush, excessive alcohol use, drink spiking	[ ] [ ] [ ] [ ]	
Provision of food?	[ ]	[ ]	All food and non-alcoholic beverages to be supplied by current food services contractor of University. Food provided by external provider in accordance with the requirements of <b>Victorian Food Act 1984 as administered by Department of Human Services.</b>	[ ] [ ]	
Items/tickets, etc. for sale at the event?	[ ]	[ ]	Cash handling plan/procedures developed and communicated	[ ]	
Attendance at event of VIP's?	[ ]	[ ]	Additional specific security and/or safety controls implemented as appended	[ ]	
Use of Deakin University name and/or logo in marketing devices?	[ ]	[ ]	Liaise with the Marketing Division and follow their instructions	[ ]	
Impact on traffic flows within the University and/or immediate surrounds?	[ ]	[ ]	Specific Traffic Management Plan developed and appended Have adequate arrangements been implemented for parking of patrons	[ ] [ ]	

Potential Hazards	Yes	N/A	Standard Controls	Comp	Additional Controls
Engagement of external entertainers and/or contractors?	[ ]	[ ]	Application of the University's consultants or contractor management requirements Contractor to provide a Job Safety Assessment Contractor/entertainer to provide evidence of Public Liability Insurance accordant with the level of risk of the event/their work	[ ] [ ] [ ]	
Amplified music or public address systems?	[ ]	[ ]	Compliance with the <b>State Environment Protection Policy (control of music noise from public premises) N-2</b> Compliance with the <b>Environment Protection (Residential Noise) regulations 1997</b> Compliance with specific municipal requirements	[ ] [ ] [ ]	
Can the event be affected by adverse weather conditions?	[ ]	[ ]	Contingency plan in place	[ ]	
Does the event require additional electrical power?	[ ]	[ ]	Liaise with the Facilities Management Services Division and follow their instructions	[ ] [ ]	
Does the event require setting up of staging/ tables/chairs, etc.?	[ ]	[ ]	Utilise the services of the Logistics Division Porterage <b>or</b> Completion of Manual Handling Risk Assessment <b>WorkSafe Manual Handling Risk Assessment Form</b>	[ ] [ ]	
Is there a potential impact on fire systems isolation, i.e. use of smoke machines or pyrotechnics?	[ ]	[ ]	Fire system isolation required – liaise with Facilities Management Services Division Emergency services notification	[ ] [ ]	
Will the event require the construction of any stages or platforms (including sky borders and stage wings) exceeding 150m <sup>2</sup> in floor area; <b>or</b> temporary seating structures for more than 20 persons; <b>or</b> tents, marquees or booths with floor area greater than 100m <sup>2</sup>	[ ]	[ ]	Temporary occupancy permit required, liaise with: Burwood – City of Whitehorse, Building Services +61 3 9262 6333 Geelong – City of Greater Geelong, Building Services +61 3 5227 0454 Warrnambool – Warrnambool City Council, Building Services +61 3 5559 4800	[ ]	
Is there a potential for waste to be generated?	[ ]	[ ]	Additional cleaning organised	[ ]	
			Rubbish skips required	[ ]	
			Additional bins required	[ ]	
<b>Additional Hazards</b>			<b>Specific Controls</b>		

# EVENT BUDGET

Expenses	Amount
<b>Total Expenses:</b>	

Event Income	Amount
<b>Total Event Income:</b>	

Event Income (Grants/Sponsorship)	Amount
<b>Total Event Income:</b>	

<b>Total Event Profit (Income minus Expenses)</b>	
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<b>Total Event Profit / Loss (Grants &amp; Sponsorship Included)</b>	
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