

Event Application

| 1. Booking Requirements | | |
|---|------------------------------|-----------------------------|
| Venue Requested: | | |
| Event Date: | | |
| Event Times: *Include time for setup & pack down | Start: | Finish: |
| Access to use Audio Visual Equipment within a venue | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| 2. Applicant Details | |
|--|---|
| Applicant Name: | |
| Are you Staff, Student or External? | Staff <input type="checkbox"/> Student <input type="checkbox"/> External <input type="checkbox"/> |
| Staff / Student Number | |
| Applicant Address | |
| Phone | |
| Mobile | |
| Email Address | |
| As the applicant, are you conducting the event on behalf of another person, group or organisation? | If yes, please supply information below: |
| Information required for invoicing | Invoice Attention To: |
| | Invoice Address (if different to the address provided above): |
| | Company ABN: |

| 3. Event Details | |
|--|---|
| Event Name: | |
| Who will be attending the Event? | Staff <input type="checkbox"/> Student <input type="checkbox"/> External <input type="checkbox"/> |
| Estimated Attendance | |
| Event Type: | Meeting <input type="checkbox"/> Conference <input type="checkbox"/> Other please specify _____ |
| | Film Screening <input type="checkbox"/> Event involving a Guest Speaker <input type="checkbox"/> |
| *Events involving a Film Screening, or a Guest Speaker please provide the following additional information: | |
| Film Screening | Name of film: _____ Genre of film: _____ Link to preview of the film: _____ |
| Guest Speaker | Name of Guest Speaker: _____ Topic: _____ Link to bio of the Guest Speaker: _____ |

| 4. Parking & Directional Signage Information | |
|--|--|
| Daily parking – scratchie coupons \$5 per day (for weekdays only) | Pay in person: scratchies are only available for purchase from the Student Centre, phone 1300 687 362. Scratchies are valid for one day in the 'red' and 'green' zones only. They are not for use in visitors 'ticket' parking area, service, loading zones, disabled or reserved bays. |
| Short term / hourly parking - ticket parking (pay and display) zones | Short term/hourly parking is available in the visitor's 'ticket' parking area. Parking bays are available in carparks 2, 3, 4, 5, & 7 for visitors or non-permit holders who have purchased a valid ticket from one of the designated ticket machines on campus. Non-permit holders and visitors to campus, between the hours of 8.00am and 4.15pm weekdays, should park in these designated metered car parks and display the purchased ticket clearly. |
| Directional Signage | <i>If the hirer is providing signage for the event, please provide details below:</i> |

| 5. Permissions | |
|--|---|
| Are any additional approvals required? | Animals on Campus Permit <input type="checkbox"/> Filming on Campus Permit <input type="checkbox"/> Liquor Permit <input type="checkbox"/> *if you answered yes to any of the above, we will forward you the form/s to complete |
| If applicable, has permission been obtained from the relevant School or Division to have the event in the venue? | Yes No NA <i>If yes, please provide letter of confirmation of permission</i> |

| 6. Entertainment | |
|--|--|
| Will there be entertainment at the event? | Yes No <i>If yes, please indicate the nature of the entertainment:</i> <u>Inappropriate entertainment is not permitted on campus.</u> |
| What type of noise and what level of volume will be generated? Noise Type: _____ Noise Volume: _____ From: _____ am / pm to: _____ am / pm | |
| Is the noise going to be in the vicinity of an area where it could be a disturbance? | Yes No <i>If Yes, what alternatives can be considered to alleviate this problem?</i> |
| *Raffle or Lottery - Please note that raffles, lotteries, and gambling activities must not be conducted on campus - as per General Conditions of Venue Hire section 2(f). | |

| 7. Advertising and Ticket Sales / Door Entry | |
|--|---|
| Is the event being advertised or promoted? | Yes No |
| How is the event being advertised? Please attach copies of advertisements, eg. Flyers, tickets etc. | Invitation <input type="checkbox"/> Internet <input type="checkbox"/> Flyers <input type="checkbox"/> Email <input type="checkbox"/> Social Media <input type="checkbox"/> please specify: |
| Are pre-purchased tickets available? | Yes No |
| Does the door entry charge include complimentary alcoholic drinks? | Yes No |
| Does the door entry charge include complimentary non-alcoholic drinks? | Yes No |

| 8. Provision of Food and Non-Alcoholic Beverages | |
|---|--------|
| Is food being provided? | Yes No |
| If Yes, what type? | |
| Is there a charge? | Yes No |
| Are there non-alcoholic beverages? | Yes No |
| Is there a charge? | Yes No |
| <i>*All catering is to be organised by the client. This includes the provision of all food and drinks, including water. A list of on campus catering providers can be supplied on request.</i> | |

| 9. Responsible Server Practices for Events Involving Alcohol | |
|--|---|
| Will alcohol be sold or supplied at this event? | Yes No <i>If no, please go to Section 12</i> |
| | Complimentary Direct to customer |
| | Part of entry / cover charge |
| | Part of club membership contributions |
| | Sealed Unsealed |
| How will alcohol be accessed? | Self-Serve Served by Function Staff |
| Have the persons who will be serving alcohol had any training or experience in the responsible service of alcohol? | Yes No <i>If yes, state type of training and/or relevant experience:</i> |
| How many bar staff will be serving alcohol during the event/function? | |
| Where will alcohol be served? | Bar Table |
| What will alcohol be served in? | Cans Bottles Glasses Disposable cups PET Plastic Bottle |
| Have any considerations been given to possibly enhance the success and safety of the function? | |
| First Aid area? | |
| Free soft drink for skipper? | |
| Transport? | |
| Will alcohol be BYO at this event? | Yes No |

| 10. Proof of Age for Events Involving Alcohol | |
|--|---|
| <p>The following documents are the only acceptable forms of identification under the Act:</p> <ul style="list-style-type: none"> - A current Australian Driver's Licence with a photograph - A current passport - A Proof of Age Card issued under section 18B of the Liquor Licensing Regulations 1989 | |
| What controls will be put in place to ensure proof of age is obtained at your event involving alcohol? | |
| Approximately how many attendees will be in the following age brackets? | Under 18 _____ 18 to 21 _____ 22 to 30 _____ 31 to 40 _____ 41 and over _____ |

| 11. Area Boundaries for Events Including Alcohol |
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| Please note, signs clearly indicating the event area boundaries must be displayed at all times. |

| 12. Attendance and Security | | |
|---|-----|----|
| Have the Police been informed? | Yes | No |
| Will there be Licensed Crowd Controllers in attendance? | Yes | No |

| Number of Attendees | GUIDE TO MINIMUM NUMBER OF CROWD CONTROLLERS REQUIRED |
|---|---|
| 01-75 | To be assessed |
| 75 - 150 | 2 |
| 150 - 225 | 3 |
| 225 - 300 | 4 |
| 300 - 375 | 5 |
| 450 + | 1 controller per 75 attendees |
| <i>Please supply details of the company that is providing the Licensed Crowd Controllers. The Crowd Control Officer must contact Murdoch University Security prior to the event to discuss Security arrangements for the event.</i> | Company Name: |
| | Company Licence: |
| | Company Phone: |

| 13. Public Liability | |
|---|-----------------|
| The organiser of an event utilising the service of an off-campus provider, is required to attain a copy of the service providers' public liability insurance | |
| Name of the service provider | |
| Address of the service provider | |
| Nature of the service being provided | |
| Copy of Public Liability Insurance attached | Yes No |

Property, Development and Commercial Services Office
Approved:
Date:

Acknowledgement of the Murdoch University Venue Hire Terms & Conditions

I confirm that I have read and understand the terms and conditions of the Murdoch University Venue Hire and do hereby agree to abide by the said terms and conditions. I also confirm that as the organiser of the event, I take on all liability and responsibility for the conduct of the event.

Name:

Date:

Signature:

All clients should confirm the exact equipment and furniture standard in each venue with Space and Timetabling. Please note that is the responsibility of the client to provide any loose stationary items such as whiteboard markers, flip charts, paper, pens etc. Please advise Space and Timetabling if your event will require cleaning staff.

Space and Timetabling Office
roombook@murdoch.edu.au
Phone: 9360 7564 or 9360 7810