

Synthetic Pitch/Sports Field/Pavilion Booking Application

1. Booking Details	
Booking Name:	
Booking Date:	
Booking Time:	
Booking Description:	

2. Applicant Details			
Applicant Name:			
Are you Staff, Student or External?	Staff	Student	External
Staff / Student Number:			
Applicant Address:			
Phone:			
Mobile:			
Email Address:			
Who will be attending the Event?	Staff	Student	External
Is the applicant conducting the function on behalf of another person, group or organisation? Proof of valid public liability insurance for the group or organisation must be submitted with this application.	<i>If Yes, please supply information below:</i>		

3. Venue Details		
Please select all Sports venues required for this booking and the time each venue is required.		
Sports Pavilion	Start Time:	End Time:
Central Oval	Start Time:	End Time:
East Oval	Start Time:	End Time:
Soccer Field	Start Time:	End Time:
West Oval	Start Time:	End Time:
Practice Wickets	Start Time:	End Time:
Synthetic Soccer Pitch 1	Start Time:	End Time:
Synthetic Soccer Pitch 2	Start Time:	End Time:
Change Rooms	1x Set (2 change rooms):	2x Sets (4 change rooms):

4. Parking Requirements	
Parking at the Sports Fields	<p>Limited free parking is available at the Sports Fields. Please note that parking is in marked bays only. The Sports Pavilion has 78 marked bays, however, should the capacity be exceeded, there is overflow parking in Carpark 7. Information on parking elsewhere on campus can be found at this website:</p> <p style="text-align: center;">http://our.murdoch.edu.au/Campus-and-Facilities-Management-Office/Our-services/Parking-on-campus/</p>

Approved:
Date:

5. Logistical Requirements	
Chairs (\$60 logistics charge) In addition to those provided within the venue	
Tables (\$10.00/table/day + \$60 logistics charge) In addition to those provided within the venue	
Access to use Audio Visual Equipment within a venue	Yes No
Directional Signage	<p><i>If the hirer is providing signage for the event please provide details below:</i></p> <p><i>*Please note no stakes are to be placed into any grassed areas on campus*</i> <i>**All signage must be removed at the conclusion of your booking**</i></p>

6. Permission	
Has the availability of the venue been confirmed with the relevant authority?	Room Bookings roombook@murdoch.edu.au
Has permission been obtained from the relevant School or Division to have the function in the venue?	Yes No NA <i>If Yes, please provide letter of confirmation of permission</i>

7. Entertainment	
Will there be entertainment at the event / function?	Yes No
Inappropriate entertainment will not be permitted on University Campus	<i>If Yes, please indicate the nature of the entertainment:</i>
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>
Will there be a raffle or lottery at this event?	Yes No

8. Previous Events	
Have you or the group represented in this application, previously held events on campus?	Yes No <i>If No, please go to Section 7</i>
Has there been any incidence of disorderly conduct, alcohol misuse or other disturbance?	Yes No
Has there been any incidence of conflict in relation to damage or cleaning of the area after the event?	Yes No <i>If Yes, please provide details:</i>

9. Advertising and Ticket Sales / Door Entry	
Is the function being advertised or promoted?	Yes No

Approved:
Date:

	Invitation	Internet	Flyers	Email
How is the event/function being advertised? Please attach copies of advertisements, eg. Flyers, tickets etc.				
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	

10. 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
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.		

11. 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 14</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
Will self service of alcohol be available to all patrons?	Yes	No
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
Will additional rubbish removal be required?	Yes	No

12. Proof of Age for Events Involving Alcohol

The following documents are the only acceptable forms of identification under the Act:

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 are put in place to ensure proof of age is obtained at functions involving alcohol?	
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Approved:
Date:

 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 _____

13. Area Boundaries for Events Including Alcohol

Signs clearly indicating the function area boundaries must be displayed	Yes	No
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14. Attendance and Security

Estimated Attendance: _____	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 Officer prior to the event to discuss Security arrangements for the event.</i>	Company Name:
	Company Licence:
	Company Phone:

15. Public Liability

The organiser of any event/function utilising the service of an off campus provider for the function, 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

Acknowledgement of Murdoch University Venue Hire

<i>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 function, I take on all liability and responsibility for the conduct of the function.</i>	
Name:	Signature:
Date:	

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.

 Room Bookings - roombook@murdoch.edu.au

Phone: 9360 7564 or 9360 7396 or 9360 7810 Fax: 9360 2949