

Major Event Management Plan

*Full Event Management Plan*

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| **Major Event Criteria:** A major event is one with ANY of the following features:   * On or Off campus * Has more than 50 people * Has alcohol being served in a licensed venue not providing service staff and security OR via an occasional liquor license * Has underage guests and alcohol is present * Had an event with an incident before * Event across multiple licensed venues (i.e. a pub crawl) | **Office Use Only**  **Date received:**  **Received by:**  **Approved by:**  **Comments:** |
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| This form must be completed at least **7 weeks prior** to an event.  This form must be scanned and submitted to [events@guild.uwa.edu.au](mailto:events@guild.uwa.edu.au) or printed and handed in at the UWA Student Guild Events Office.  *Please ensure that* ***all*** *criteria are filled before submitting the application.* | |

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| **SECTION 1: EVENT DETAILS**  **1.1 Event Details** | | | |
| **Club Name:** Unigames, University Science Fiction Association (Unisfa), University Computer Club (UCC) | | | |
| **Event Name:** Cameron Hall Masquerade | | | |
| **Event Location/Venue**  Hacket Hall | | **Venue Type** (stadium, hall, art gallery, etc) Hall | |
| **Expected Attendance (Max) 100** | | **Venue Capacity**  **200** | |
| **Event Date**  Start Date: 28/11/2014  End Date: 29/11/2014 | **Event Time**  Start time: 7:30pm  End time: 12:00am | | **Set up/Clean up Time**  Start time: 6:00 pm  End time: 1:00 am |

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| **1.2 Event Manager** |
| **Event Manager**  Name: Rowan Ashwin  Email Address: [rowanashwin@hotmail.com](mailto:rowanashwin@hotmail.com)  Contact Number: 0451 141 269  Contact Number during the event: 0451 141 269 |
| **Alternate Person’s Contact Details**  Name: Jonathan Van Buren  Email Address: vanbujm@gmail.com  Contact Number: 0401 804 854 |

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| **1.3 Description of the Event** |
| **Describe the event and its main purpose**  Celebrating the end of a great year by running the first combined formal event between clubs in Cameron Hall. Giving our members a chance to dress fancy, and distress after exams. With Music, decorations and food included in the ticket, and alcohol for sale this event, if successful, will become a tradition for Cameron hall clubs. |
| **List details of the type of entertainment/activities being provided (if any)**  Music- hiring a DJ and music equipment. (lights and speakers) Food – Platters of food from several sources will be available buffet style throughout the night Alcohol – Available for sale throughout the night  Other – Raffles, Photography, dress competitions and decorations! |

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| **1.4 Patron Details** | |
| **Who is the target audience?**  Club Members of CH (Cameron Hall) Clubs. | **Estimated total patron attendance**  80 |
| **Are there <18 attendees?**  **Yes**  **No**  X | |
| **Patron Age Details – Please state an estimated number of attendees in each age bracket:**  < 18 No. of total audience: 0  18 – 25 No. of total audience: 70  25 – 29 No. of total audience: 10  30 – 39 No. of total audience: 0  40+ No. of total audience: 0  Non UWA Students No. of total audience: 5 | |

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| **SECTION 2: GENERAL CONSIDERATIONS**  **2.1 Contact and Public Liability** |
| **Have you investigated public liability and duty of care and obtained appropriate insurance?**  **No**  **Yes** – Our Club is affiliated with the Guild therefore after approval, our event is covered by The Guild’s Insurance Policy  X  **Yes** – The event is covered by the University’s Insurance Policy  **Yes** – other  If other, please state: |

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| **2.2 Alcohol** |
| **Will alcohol be available at the event?**  **No** – Alcohol will not be served or consumed at the event  **Yes** – Alcohol will be sold or supplied by the licensed venue  **Yes** – Alcohol will be sold or supplied at the event and a Permit/Occasional License is  X  required  **Yes** – BYO |
| **Will an application for an Occasional License or Extended Trading Permit be lodged with the Department of Racing, Gaming & Liquor?**  **Yes**  X  **No**  If yes, please attach a copy of the application and complete the following question.  **Who will be the holder of the Permit or Occasional License?**  Licensee/organisation:  Approved Manager: Jonathan Van Buren  Address: 27 antrim st west leederville  Contact Number: 0401 804 854  Email: vanbujm@gmail.com  Contact Number during the event: 0451 141 269 |
| **As the event manager, how have you planned for alcohol management at your event?**  (venue security, sober persons, RSA Training)  RSA Training has been completed by majority of organising committee. There will be 2 designated sober RSA holders (bar staff) serving alcohol. ACE security will be hired for the event. |
| **Has the event manager or any other event staff completed any training units? Yes No**  If yes, please list:   |  |  |  | | --- | --- | --- | | Name (first, last) | Date Completed | Provider (e.g. UWA Health Promotion Unit) | | e.g. RSA | 17/03/2014 | e.g. APSI | | Rowan, Ashwin, First Aid |  |  | | Jon Van Buren, Approved manager, First Aid, RSA, Guild Events Training Steven Correia cert 4 hospitality, RSA Blair Johnson Guild Events Training RSA |  |  | |  |  |  | | A full list of certificates, dates and providers will be provided shortly |  |  | |

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| **2.3 :Licenses and Permits** |
| **Are there any health and safety permits required by the local council? For example: food permit, temporary building application, electrical certification**  **No**  X  **Yes**  If yes, please attach a copy of the application to this form.  For more information or the forms, contact your local council or go to <http://www.guild.uwa.edu.au/welcome/events> under ‘other forms.’  **Has a permit been granted to use the venue?**  **No**  **Yes**  X  **List the permits/approvals required or obtained for this event?**  Hacket Hall has been booked through guild Catering. |
| **SECTION 3 | CONSULTATION WITH KEY STAKEHOLDERS**  **3.1 Consultation Register** |
| **List the names of individuals and organisations you have consulted with in planning this event.**   |  |  |  | | --- | --- | --- | | Stakeholder | Contact Name | Contact Number | |  |  |  | | Guild Catering | Geraldine Lambert | 6488 2315 | | RGL | No Name Given | 9425 1888 | | Guild Staff | Stephanie Stewart | 6488 2291 | |  |  |  | | ACE Security |  | 1300 911 466 | |  |  |  | | Unisfa | Cat Coetzer (President) |  | |  |  |  | | Unigames | Rowan Ashwin (President) |  | |  |  |  | | UCC | Matt Gozzard (VP) |  | |

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| **3.2 Meetings** |
| **Please list the details of the meeting with stakeholders.**  Guild Catering, Ace Security and RGL were contacted via phone/email.  **Planning Meeting** (before the event).   |  |  |  | | --- | --- | --- | | Date: 10/11/2014 | Time: 5pm | Venue: Unisfa Clubroom |   **Briefing Meeting** (immediately before the event)   |  |  |  | | --- | --- | --- | | Date: 28/11/2014 | Time: 6pm | Venue: Hacket Hall |   **Debriefing Meeting** (immediately after the event).   |  |  |  | | --- | --- | --- | | Date: 29/11/2014 | Time: 12:00pm | Venue: Unisfa Clubroom | |

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| **SECTION 4 | PLANNING FOR THE EVENT**  **4.1 Selection of a venue** |
| **In what way will access to the site need to be modified for the duration of the event? (eg fencing, ramps)**  A front desk/ entrance will be set up. Ramp accessibility is already possible in Hacket Hall, also fencing is not necessary. |

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| **4.2 Site Plan** |
| **Have you completed and included a site plan with all the relevant below information**  *Please insure you attach a copy of the site plan with this application as well as circulate a copy to ALL stakeholders.*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Checklist** | **Explanation** |  | **Checklist** | **Explanation** |  | | *The surrounding area* |  |  | *lost property* |  |  | | *entrances and exits* |  |  | *drinking water sites* |  |  | | *emergency access routes* |  |  | *food* |  |  | | *vehicle pathways* |  |  | *toilets* |  |  | | *pedestrian pathways* |  |  | *fire extinguishers* |  |  | | *parking* |  |  | *public telephones/help points* |  |  | | *sleeping arrangements* |  |  | *other:* |  |  | | *locations of activities* |  |  |  |  |  | | *first aid* |  |  |  |  |  | | *chill out zones* |  |  |  |  |  | | *alcohol free areas* |  |  |  |  |  | | *alcohol permitted areas* |  |  |  |  |  | |

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| **4.3 Event Promotion and Ticketing** |
| **What is the focus or purpose of the event**  To create a fun filled environment, and get to know other club members within Cameron Hall. Theme will be black tie Masquerade. |
| **How is this explained in the promotion and publicity for the event?**  Posters and Facebook pages will be put up, as well as circulation by word of mouth. All promotions will advertise the event as a “Black-Tie” event, as well as having optional costumes with a theme of “Masquerade.” It will be advertised as an 18+ event and tickets will specify that alcohol is not included. |
| **Where is this event to be publicised and promoted? (e.g. radio, posters, print media, social media)**  Throughout Cameron Hall, Posters, Social Media (Facebook and website announcements) as well as having committee members of clubs trained to promote the event by word of mouth to club members. |
| **Does the event promotion and publicity reinforce the messages about safe drinking practices?**  X  **Yes**  **No (please explain) …………………………………………………………………………………** |
| **How much are tickets? $35** |
| **Please ensure that you include any of the following messages applicable to your event in promotional and publicity material:**   * Don’t drink and drive * Bags and eskies may be searched or restricted * Public transport will be available * Organise a designated driver * Water will be freely available * ID required to purchase alcohol * Intoxicated persons will not be served * Food or snacks will be available |

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| **4.4 Transport** |
| **Has a public transport plan been developed for the efficient movement of patrons?**  Before the event: No  During the event: No  After the event : No  **Provide details of parking available at the venue?**  Parking details around UWA will be publicized on social media. Event organizers will help organize taxis for people who haven’t planned their way home.  **List the departments or agencies that have been involved in developing this plan.**   |  |  | | --- | --- | | **NAME** | **ORGANISATION** | |  |  | |  |  | |  |  | |  |  |   **Write in the transport contingency plan for:**  **CANCELLATION:**  **DELAYED FINISH:** |

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| **4.5 Noise** |
| **List the provisions you have made to minimise and monitor the level of noise?**  Music will be kept at a level that allows ease of conversation. If music becomes louder than this it will be turned down. If members/guests are becoming too loud they will be asked to leave (by security and the event manager). Event is being held on campus during campus holiday, and after hours to minimize disturbance. |

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| **4.6 Information Centre and Communication** |
| **Will an information centre be clearly identified and available to patrons at the event?**  **Yes**  X  **No**  **Outline the systems and technologies that event staff, polic, security and emergency service personnel will use to communicate with each other:**  Ace security may have its own technology, but no other technology is needed beyond Mobile Phones. The event is relatively small, staff should have no problem communicating with each other. |
| **What systems and technologies will be in place for communicating with patrons?**  **-** |

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| **4.7 Food** |
| **Are high-quality, affordable and accessible food stalls available to patrons in the different venue areas (including licensed areas)?**  **Yes – Please provide details regarding the type of food available:** No charge for food, platters ordered from Subway, Sushi stores, Miss Maudes and Coles will be available buffet style throughout the event.  X  **No** |

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| **4.8 Water** |
| **Is drinking water available (free of charge) to all patrons attending the event?**  **Yes**  X  **No** |

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| **4.9 Lighting and Power** |
| **Haveyou researched available and sufficient power for your event?**  **Yes**  X  **No**  **Does the provision of lighting and power cater for emergencies? (e.g. do you have battery powered emergency lighting)**  **Yes**  X  **No** |

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| **4.10 Waste** |
| **Have you confirmed there are sufficient waste and recycling facilities onsite?**  **Yes**  X  **No**  **What bins will you be using?**  **Existing**  XXXXXX  **Event bins are required. Number of recycling Number of general waste**  2  X  **Please indicate the number of toilets available for use during the event: As per Hacket Hall**   |  |  | | --- | --- | | Male WC's |  | | Metres of urinal |  | | Female WC's |  | |

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| **4.11 Entry and Exit Details** |
| **Complete the checklist to ensure that entrance and exit arrangements:**  Provide for supervision, marshalling and directing crowds   * Provide exit and escape routes * Provide access for emergency services * Have access for wheelchairs * Separate walking and vehicular traffic * Stagger entry times by providing supporting activities and entertainment * Keep entries clear of all other activities * Ensure barriers, fences, gates and turnstiles are suitable and sufficient * Locate ticket sales and tick pick-up points in line with, but away from, entrances * Provide sufficient and well-trained staff * Ensure the control points for searches to exclude prohibited items such as glass, metal   containers and weapons are in place and do not impede crowd movements   * Provide a secure area for the storage of confiscated goods * Check placements and function of exit signs |
| **Please list what stakeholders have been informed of patron exit times:(e.g. security, police, transport authorities, local hotels, food outlets)**   1. UWA Security 2. UWA guild Catering 3. UWA Guild 4. ACE Security |

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| **SECTION 5 | HEALTH AND SAFETY**  **5.1 Security** |
| **Has a security firm been contracted?**  X  **Yes No**  ***If yes, provide details below:***   |  |  | | --- | --- | | **Company: Ace Security** | **Contact Person:** | | **Contact Number:** | **Contact Email:** | | **License/Accreditation details:** | **Number of personnel: 2** |   ***If no, describe security arrangements*:** Ace isn’t yet fully confirmed, though will be contacted next Monday. |
| **Event security will commence at: 7:45pm**  **And will conclude at: 12:15am**  **What security arrangements have been made for:**  **Cash:** All large notes will be immediately put into a safe  **Asset protection:** Assets will be kept away from the dance floor  **Crowd Management:** Microphone + speakers will be set up on stage for direction management  **Prohibited items:** Any attendee found with prohibited items will be asked to leave immediately |

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| **5.2 First Aid** |
| \**Please note that all UWA security staff are trained in first aid and carry a defibrillator*  **Who is supplying the first aid service?**  **Club Members – Rowan Ashwin, Jake Alexander**  **Start Time: 8:00 pm**  **Finish Time: 12:00 am**  **Number of first aid personnel? 2**  **Number of first aid posts: 1**  **Are you aware of the required procedure for first aid or an emergency?**  **Yes, both medics have first aid certificates** |

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| **5.3 Emergency Procedures** |
| **What is the process to ensure that all event staff, security staff, police and emergency services will be informed of the emergency evacuation plan?**  **During the meeting prior to the event all staff will be notified**  **Who is the nominated person to authorise an evacuation?**  Name: Rowan Ashwin  Contact details during the event: 0451 141 269 |

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| **SECTION 6 | MANAGEMENT OF ALCOHOL**  **6.1 License / Permit Conditions** |
| **What arrangements have been made to notify the bar staff of the conditions of your occasional license or extended trading permits?**  **This will be covered in the meeting prior to the event** |

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| **6.2 BYO and non-BYO events** |
| **Will the event be BYO?**  Yes  X  No  ***If yes, please provide more details*** |

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| **6.3 Responsible Service of Alcohol** |
| **How will you tell patrons about alcohol, including that alcohol will not be served to juveniles and intoxicated patrons? Please provide examples such as event publicity or ticketing or other.**  **Posters, social media advertisement, word of mouth, Facebook event page** |
| **How will you inform event personnel, specifically bar and security staff, of their responsibilities under the *Liquor Licensing Act 1988*, and about the responsible service of alcohol and the penalties for offences committed?**  **During the debriefing meeting beforehand.** |

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| **6.4 Juveniles** |
| **How will underage patrons be identified?**   * **No Juviniles will be allowed in the event, ID will be checked** |

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| **6.5 Beverage Options** |
| **What type of alcohol and non-alcoholic drinks will be available at the event and what will be the pricing structure? Note, all alcohol should be listed here, even that which is donated to the event.**   |  |  |  |  | | --- | --- | --- | --- | | **TYPE OF DRINK** | **QUANTITY** | **INDIVIDUAL SERVE** | **PRICE** | | *Soft Drink (assorted cans, coke, lemonade included)* | *200 cans* | *375 mL* | *$1* | | *Water* | *80L* | *-* | *Free* | | *Lemon Lime Bitters (Non alcoholic)* | *20 Bottles* | *375mL* | *$3* | | *Corona (beer)* | *100 355mL Bottles* | *355 mL (1.3 Standard Drinks)* | *$5* | | *5 Seeds (cider)* | *100 355mL Bottles* | *355 mL* | *$5* | | *Gin and Tonic* |  |  |  | |  |  |  |  | | *Tooheys Extra Dry (Beer)* | *100 355 mL bottles* | *355 mL* | *$5* | | *White Wine* | *10 Bottles 750mL* | *1 150mL glass (1.4 Standard drinks)* | *$7* | | *Red Wine* | *8 Bottles 750mL* | *150mL glass* | *$7* | |
| **What type of containers will be used to serve drinks?**  Drinks will come in bottles, or will be served in cups, except in the case of wine. (plastic wine glasses will be used. |

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| **6.6Trading Hours** |
| **What are the trading hours you would like to open?**  *Please note that normal trading hours cease at midnight.  - 7:30-Midnight* |

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| **6.7 Alcohol Consumption Areas** |
| **How many alcohol dispensing and consumption areas will be available?**  Dispensing areas: - 1 (long bar managed by 4 staff)  Consumption areas: - Anywhere within event area  Please indicate clearly on a site map. |

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| **SECTION 7 | COMPILE A FILE**  **7.1 Event Auditing and File Compilation** | |
| **Events may be audited by UWA to ensure they comply with the relevant University policies and state legislations. Therefore, you are required to keep documents and information**.  **Has a filing system been established?**  X  **Yes**  **No**  **Who is responsible for maintaining the file? Name: =**  Unigames Committee. (For 2014 President is Rowan Ashwin) |

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| **7.2 Documents to be kept** |
| **Complete the following checklist to ensure that all records are included in the file.**   * **Event plan** * **Risk Management Plan** * **Event itinerary** * **Site plan** * **Details of committee members** * **Stakeholders contacts** * **Staff Roster** * **Tickets** * **Records of meetings** * **Promotional material – posters, flyers** * **Sponsorship letters/logos** * **Quotes for services/products** * **Licenses/permits** * **Contracts/Accounts** * **Applications for licenses/permits** * **Emergency plan** * **Inward correspondence (including faxes/emails)** * **Employment records** * **Outward correspondence (including faxes/emails)** * **Media releases/press articles** * **Staffing briefing information** |



Please provide enough detail to provide understanding of the risks identified and the risk control strategies implemented.

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| **Risk Identified** | **Risk Control Strategies** | **Likelihood** | **Consequence** | **Risk Rating** | **Person Responsible** | **Comments** |
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| **SECTION 9 | ACCEPTANCE and SIGNATURE** |
| **I agree to comply in all respects with the conditions and regulations for organising and running an event both on and/or off the University campus.**  **Event Manager: Rowan Ashwin**  **Signature: RAAshwin**  **Date: 7/11/2014** |

**Please Note you are required to complete:**

1. **A Risk Assessment Form**
2. **A site plan**
3. **A UWA liquor permit**

**NB –** please note that UWA is smoke free area