

Minor Event Registration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minor Event Criteria:** A minor event is one with ANY of the following features:   * Less than 50 people invited * No alcohol * May include an admission fee * Examples; debates, lectures, discussion groups, film screenings   **If your event has guests under the age of 18 in attendance please complete the Medium EMP with a Planned Activity** | | | | **Office Use Only**  **Date received:**  **Received by:**  **Approved by:**  **Comments:** |
| This form is for notification of the event only and will not be approved.  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.* | | | | |
| **SECTION 1: EVENT DETAILS**  **1.1 Event Details** | | | | |
| **Club Name: Unigames** | | | | |
| **Event Name Boardgames Afternoon** | | | | |
| **Event Location/Venue**  **Cameron Hall Loft (and Unigames Clubroom)** | | **Venue Type** (stadium, hall, art gallery, etc)  Large Room (and extra small room) | | |
| **Expected Attendance (max)**  **30** | | **Venue Capacity**  **40** | | |
| **Event Date**  Start Date:08/09/2014  End Date:08/09/2014 | **Event Time**  Start time: 2pm  End time:6pm | | **Set up/Clean up Time**  Start time:1pm  End time:7pm | |

|  |
| --- |
| **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 |

|  |
| --- |
| **1.3 Description of the Event** |
| **Describe the event and its main purpose**  **Board games afternoon, Unigames will provide the boardgames, all people need to do is turn up and play! The purpose is for the enjoyment of all our members, as well as a chance to advertise the club to the wider UWA community.** |
| **List details of the type of entertainment being provided (if any)**  **Will alcohol be served at your event?**  X  **Yes No**  **(If YES please complete either the Medium or Major EMP)**  **Please attach promotion material showing this is advertised as an alcohol free event?** |

|  |
| --- |
| **1.4 Patron Details** |
| **Who is the target audience?**  **All UWA students who are interested in boardgames. As it is late in the year we do not expect under 18 year olds to attend.** |
| **If there are non UWA students attending please explain why:**  **There are a few non UWA club members who have a chance of attending** |
| **Are there <18 attendees?**  **Yes**  Probably not  **No**  **(If YES please complete the Medium EMP with a planned activity)** |

|  |
| --- |
| **SECTION2 - RESPONSIBILITIES** |
| **2.1 Public Liability** |
| **Have you investigated public liability and duty of care issues and obtained appropriate insurance for the event?**  **No**  **Yes** – Our Club is affiliated with the Guild therefore after approval, our event is covered by Guild’s Insurance Policy  X  **Yes** – The event is covered by the University’s Insurance Policy  **Yes** – other  If other, please state: |
| **2.2 Subiaco Council Requirements** |
| **If you are serving food do you need and have you applied for a food permit (see the Guild website ‘other forms’ tab for details on when you need a food permit)**    X  **Yes No**  **If you are using electrical equipment in an outdoor venue have you researched electrical certification requirements?**  X  **Yes No** |
| **2.2 Event Management** |
| **Please describe below how you will manage guests who arrive at you event intoxicated:**    **They will not be allowed to participate in the event and will be asked to leave. Should they resist we will call security on 6488 3020**  **Please describe how you will manage any guests requiring medical attention:**    **Event organiser (Rowan Ashwin) has a first aid certificate. UCC has a First aid kit (which is immediately adjacent to the venue, and we are 1m away from guild during office hours in case of an emergency. Should a problem arise we will contact the guild and begin first aid treatment.** |
| **3.0 Declaration** |
| **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: RAA**  **Date: 28/08/2014** |
|  |

**Thank you for logging your event, if there are any clashes or if we require further information we will be in contact**