

Medium Event Management Plan for events in a licensed venue

*Abridged Event Management Plan*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Medium Event Criteria:** A medium event is one with ANY of the following features:   * More than 50 people but less than 250 people invited * Alcohol is being served in a licensed venue who are providing service staff and security * No underage guests if alcohol is served * Planned activity which may result in personal injury   **Note: There are 2 Medium event forms; please check you are completing the correct one, this is for an event with NO ACTIVITY but WITH ALCOHOL** | | | | **Office Use Only**  **Date received:**  **Received by:**  **Approved by:**  **Comments:** |
| This form must be completed at least **4 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.* | | | | |
| **SECTION 1: EVENT DETAILS**  **1.1 Event Details** | | | | |
| **Club Name**  **Unigames, UCC, UniSFA** | | | | |
| **Event Name**  Cameron Hall Masquerade | | | | |
| **Event Location/Venue**  **UWA Tavern** | | **Venue Type** (stadium, hall, art gallery, etc) Tavern | | |
| **Expected Attendance (max) 200** | | **Venue Capacity**  **350** | | |
| **Event Date**  Start Date: May 22nd  End Date: May 22nd | **Event Time**  Start time: 19:30  End time:24:00 | | **Set up/Clean up Time**  Start time:18:30  End time:01:00 | |

|  |
| --- |
| **1.2 Event Manager** |
| **Event Manager**  Name: Rowan Ashwin  Email Address: 20751399@student.uwa.edu.au  Contact Number: 0451 141 269  Contact Number during the event: - |
| **Alternate Person’s Contact Details**  Name: Sarah Lewis  Email Address: 21301124  Contact Number: 0409 658 665 |

|  |
| --- |
| **1.4 Description of the Event** |
| **Describe the event and its main purpose**   * A cocktail style masquerade party aimed mostly at club members in Cameron Hall. * Chance to dress up and celebrate a great semester * Aimed at being inclusive and safe, with quiet areas and party areas. |
| **List details of the type of entertainment/activities being provided (if any)**   * DJs will be playing in the venue (Discussions started with EMAS) * Finger food provided outside * Possible photo-booth (pending discussions with photography club) * Possible tabletop games (pending interest) |

|  |
| --- |
| **1.5 Patron Details** |
| **Who is the target audience?**  Primarily aimed at 18+ members of Cameron Hall clubs, also aimed at a wider 18+ UWA student base. |
| **Please provide details on the processes in place to ensure juveniles do not enter the licensed premises**   1. Licensed crowd controllers will manage the entrance to check identification 2. Licensed venue employees may check ID at any time 3. Venue has permanent fencing and brick walls 4. Tickets will not be sold to juveniles |
| **Patron Age Details – Please state an estimated number of attendees in each age bracket:**  18 – 25 No. of total audience: 85%  25 – 29 No. of total audience: 12%  30 – 39 No. of total audience: 3%  40+ No. of total audience:  Non UWA Students No. of total audience: 2%  If non UWA students are expected to attend please explain why:  While aimed at UWA students, not exclusively sold to UWA students. (some club members may not be UWA students) |

|  |
| --- |
| **SECTION 2: GENERAL CONSIDERATIONS**  **2.1 Alcohol** |
| **Will alcohol be available at the event?**  **No** – Alcohol will not be served or consumed at the event  X  **Yes** – Alcohol will be sold or supplied by the licensed venue.  **Yes** – The event is BYO (please note BYO events require a major event management plan) |

|  |
| --- |
| **As the event manager, please explain the instructions given to the venue’s service staff and security regarding:**  **Alcohol to be served: Alcohol to be sold only if adhering to RSA and the venues license**  **Intoxicated patrons: security will escort these patrons out of the venue**  **Lock out times: Lock out is @ 11pm. Venue will be informed**  **Other:** |
| **Has the event manager or any other event staff completed any training modules? X Yes**  **No**  If yes, please list:   |  |  |  | | --- | --- | --- | | Name (first, last) | Date Completed | Provider and course | | ***Joe Bloggs*** | ***17/03/14*** | ***APSI - RSA training*** | | Rowan Ashwin |  | First Aid | | Sarah Lewis |  | Guild Training Modules | | Ruisi Chen |  | Guild Training Modules and First Aid | |  |  |  | |  |  |  | |
| **Have you ensured that food will be available throughout the event:**  X  **Yes – please provide details of the food available:**  **No – please provide details regarding why food will not be available**  **Comments:**  **Finger food, including subway sandwiches, baked goods and coles platters will be available for free. All food will be purchased from licensed vendors and not made by event organisers.** |

|  |
| --- |
| **2.2 Public Liability** |
| **Have you investigated public liability and duty of care issues and obtained appropriate insurance for the event?**  **No**  X  **Yes** – Our Club is affiliated with the Guild therefore after approval, our event is covered by Guild’s Insurance Policy  **Yes** – The event is covered by the University’s Insurance Policy  **Yes** – other  If other, please state: |

|  |  |
| --- | --- |
| **SECTION 3: PLANNING THE EVENT**  **3.1 Venue Details** | |
| **Venue Address:** | |
| **Venue Manager:**  Gary Morris | **Venue Managers Contact details:**  **Phone: 6488 2318**  **Email:** |
| **Have you confirmed the venue is fit for purpose:**  X  **Yes**  **No** | |
| **Have you confirmed the venue is available on the date required:**  X  **Yes**    **No – (please provide details)** | |
| **Please provide details of the transport available to and from the venue:**  Taxi Services will be notified  Public transport is readily available till 10pm | |
| **Have you considered a chill out zone outside the venue for guests who are removed/not allowed entry to wait for taxis/lifts home?**  There is a courtyard area available near entrance suitable as a “chill out zone” however it is within the licensed area | |
| **Are there modifications required to the licensed venue for the duration of the event? i.e. theming/audio visual enhancement**  **No**  X  **Yes**  If yes, please state:  Basic Decorations will be put up, these will not inhibit walkways or fire escapes. | |
| **As an event manger, have you made yourself familiar with the necessary evacuation plans and housekeeping rules required by the venue?**  X  **Yes**  **No** | |

|  |
| --- |
| **3.2 Event Promotion and Ticketing** |
| **What is the focus or purpose of the event?** (For example, family run, social function, sporting contest, musical entertainment)  Social function  Cocktail evening |
| **How is this explained in the promotion and publicity for the event?**  Event description on facebook page, imagery in the posters. |
| **Describe the communication mediums used to publicise and promote this event, i.e. where is the event to be publicised and promoted?**  This includes social media and print media.  **Facebook is primary medium** Posters, emails and word of mouth will also be used |
| **If tickets are being sold how much are they?**  **$ 30**  **What does the ticket price include?**   * **Entry** * **Finger Food** * **Photography service** |
| **Briefly describe the ticketing strategies to be used (if any)**  Tickets will be sold from all clubrooms. If a demand arises tickets will be sold through trybooking.com |

|  |
| --- |
| **SECTION 4: CONSULTATION WITH KEY STAKEHOLDERS**  **4.1 Stakeholder Register** |
| **List the names of individuals and organisations you have consulted with in planning this event.**   |  |  |  | | --- | --- | --- | | Stakeholder | Contact Name | Contact Number | |  |  |  | | UWA Guild events |  |  | |  |  |  | | UWA Tavern |  |  | |  |  |  | |  |  |  | |

|  |
| --- |
| **SECTION 5: EVENT AUDITING AND COMPILE A FILE**  **5.1 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?**  **Yes**  X  **No**  **Who is responsible for maintaining the file? Name: = Sarah Lewis** |

|  |
| --- |
| **SECTION 6: ACCEPTANCE**  **6.1 Declaration 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: 21/04/2015** |
|  |