

MONSU Caulfield Club Function Application Form

This function sheet is designed to help in the communication between MONSU Caulfield and Monash University. Prior to the event beginning MONSU Caulfield will confirm the details outlined in this form and consult the relevant departments, Facilities & Services and Campus Management. A copy of this form will need to be present at the event. The information provided will be issued to the above departments.

Enquires regarding the details specified in this Function Sheets should be directed to the MONSU Events Manager 03 9903 2562 or Rachel.cusworth@monsu.caulfield.org.au

EVENT INFORMATION

CLUB NAME:		Number of people attending:	
EVENT NAME:		Date/s:	
TYPE & DESCRIPTION OF THE EVENT (e.g. BBQ, party, festival, conference)			

CONTACT INFORMATION

DETAILS OF THE EVENT ORGANISER. (Name, position, phone, postal address, email)	Name		Position Title	
	Email		Mobile	
	Club or Company		After hours contact ph	
	Post Address			

DETAILS OF CONTACT PERSONS AT THE EVENT	Name		Position Title	
	Email		Mobile	
	Club or Company		After hours contact ph	
<i>Please attach the details of any other key contacts when there will be more than two.</i>	Name		Position Title	
	Email		Mobile	
	Club or Company		After hours contact ph	

VENUE INFORMATION

Rooms or areas on campus that you have booked via the Clubs Coordinator and for which you have RECEIVED A BOOKING CONFIRMATION from Monash University Venues	
Rooms or areas on campus that you have NOT BOOKED YET	

OTHER FACILITIES AND RESOURCES

Please tick (✓) the boxes to indicate if you will need, do or use any of the following:

Security Staff	<input type="checkbox"/>	Marquee	<input type="checkbox"/>	BBQ outside S Building	<input type="checkbox"/>	External supplier	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	Service of Alcohol	<input type="checkbox"/>	BBQ outside H Building	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Tables	<input type="checkbox"/>	Sale of goods	<input type="checkbox"/>	Music or DJ Equipment	<input type="checkbox"/>	Microphone or Speakers	<input type="checkbox"/>
Chairs	<input type="checkbox"/>	Rubbish Bins	<input type="checkbox"/>	Decorations	<input type="checkbox"/>	Special Guests	<input type="checkbox"/>
Toilet access	<input type="checkbox"/>	Signage/Banners	<input type="checkbox"/>	Deliveries and/or Pickups	<input type="checkbox"/>	Other (please attach info)	<input type="checkbox"/>



Please give further information about the Facilities and Resources you will use

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MONSU Caulfield Club Procedure for Organising a Function

Please note that you do not need to use this process for basic committee meetings or club group meetings that take place off campus or in tutorial rooms and theatres during normal university operating hours.

All on campus room bookings should be made via the Clubs Coordinator.

1. As a committee, decide on the event details well in advance. Do not advertise your event until the procedure outlined here has been completed.
2. Fill out the MONSU Caulfield Club Function Application Form and submit it at least 5 weeks prior to your event being held. Failure to comply may result in your application being denied.
3. Submit the Application Form to the MONSU Caulfield Events Manager and send a copy to the MONSU Caulfield Clubs Coordinator. This can be done via email or submitted in hard copy to the MONSU Caulfield Level 3 Service Desk.
4. Make an appointment with the Events Manager to review this form and conduct a Risk Assessment. You will also be provided with any further information that is deemed appropriate for your function.
5. Take any actions required by the Events Manager, or change your event plan if requested.
6. Keep a copy of the Function Application Form at the event.
7. Do not change the event plan after it has been approved. You must consult the Events Manager before making any changes to your event plan.

Important Information

EMERGENCIES

Contact Security on 9903 2211. Security office is located in B building ground floor, entering off Queens Avenue. If first aid is needed reception and/or security must be and will be contacted.

All incidents or potential hazards must also be reported on a Hazard and Incident Report Form available on the OHS&E website-

<http://www.adm.monash.edu.au/ohse/documents/procedures/incidentreport.doc>

SETUP and PACKDOWN

Any alteration to standard **layouts** may only be made with the consent of the MONSU Events Manager. **Assistance** can be arranged if large amounts of furniture and other items need moving, at a cost to the organiser. **Furniture** must not be stored in hallways, stairwells or foyers. Do not block emergency exits or emergency equipment such as fire hydrants

Venues and facilities (including the BBQ) must be cleaned after your event. Failure to comply will result in the club being billed. **Cleaning** requirements should be discussed with the MONSU Events Manager who will advise of charges.

No interior / exterior attachments or **decorations** are permitted anywhere on the campus without prior consultation with the MONSU Events Manager.

Open flames in the form of torches, candles, BBQ's etc are not permitted on campus.

MUSIC

Amplified music must be kept to a minimum and must have prior approval from the MONSU Events Manager. Amplified sound must not exceed +5 decibels above background noise. All functions must conclude by midnight and it is the responsibility of the organiser to ensure that guests leave the campus in a quiet and orderly fashion.

SECURITY

Functions that operate outside of normal opening hours and / or involve alcohol service will require a Security Officer to be present for the duration of the function at an extra cost to the organiser. Details of the security arrangement will be given to you after consultation with security, based on information you have provided.

TOILETS

Access to toilets will be provided. Large events require cleaning staff to be present to stock and clean between sessions – cleaning charges will apply.

CATERING

All catering provided must be in line with the Food Safety program and delivered by registered food handlers. You should seek certification of all catering suppliers.

Catering cannot be set up in corridors, hallways, stairwells, landing or computer labs. This is an Occupational Health and Safety requirements.

Caterers are responsible for the removal of all rubbish and bottles associated with the function. Recycling bins are available on campus

ALCOHOL

The event organiser (as listed on the Club Function Application Form) must agree to the following:

1. They have read and will follow the Monash University Policy on Alcohol and Drugs at events. A copy can be obtained at: <http://www.monsucaulfield.org.au/clubs/club-resources.html>
2. If alcohol is being supplied on the Caulfield Campus for a student function a liquor licence has to be obtained and a copy will be provided to the MONSU Events Manager and the original will be provided to security at the time of the function.
3. Requirements of the Liquor Licence will be strictly adhered to:
 - The Licence will be prominently displayed at the venue
 - Required signage will be prominently displayed at the venue:
 - o No serving of alcohol to under 18s



- No serving of alcohol to intoxicated persons
- Participants will be required to provide proof of age to be served alcohol for all student run events
- No person under the age of 18 will be served or sold alcohol

If the alcohol servers and/or event organiser have been trained in Responsible Serving of Alcohol see www.vcp.monash.edu.au/students/events/alcoholatstudentfunctions

The event organiser (as listed on the Club Function Application Form) must be in attendance for the duration of the event and will not consume or be affected by alcohol during the event.