

Venue Hire Application

Permit Number:

Title/Name of Event:

Event Organiser(s) Contact Information: (If there are multiple event organisers, please attach details.)

Name(s): _____

Phone: _____

Mobile: _____

Email: _____

Postal Address: _____

General Event Information:

Brief Description (Type and Nature) of Event: _____

Date of Event: _____ **Duration of Event:** _____ **Start:** _____ **Finish:** _____

Actual access times required (if different from event times): Start: _____ Finish: _____

Location of Event: (Where an event is to take place on Penrith Campus please indicate the specific campus site: eg. Kingswood Site)

- | | | |
|--|--|--|
| <input type="checkbox"/> Bankstown Campus | <input type="checkbox"/> Blacktown Campus | <input type="checkbox"/> Campbelltown Campus |
| <input type="checkbox"/> Hawkesbury Campus | <input type="checkbox"/> Kingswood Site | <input type="checkbox"/> Parramatta Campus |
| <input type="checkbox"/> Werrington North Site | <input type="checkbox"/> Werrington South Site | <input type="checkbox"/> Westmead Site |

If the event is intended to take place within a building(s) indicate the building(s) and room number(s).

If the event is intended to take place outdoors, please indicate the specific vicinity on the relevant campus/site map. Maps are available on the web at: <http://www.uws.edu.au/uws/campuses/maps/> or from any Security Services Office.

Attendance Information: Maximum Capacity: _____ Anticipated Attendance: _____

Contentious Event Issues:

Are there any contentious issues associated with the event? In other words is the event, its activities, theme or underlying principles likely to offend other members of the University or Wider community?

Yes No

If yes, please attach a detailed explanation.

Transport, Ingress, Egress and Parking Arrangements:

How do you anticipate most attendees will travel to the event?

Walk Ride Motor Bike Car Pool Car Bus

Other: _____

Have you made any specific transport arrangements (eg. Hire Bus)? Yes No

If yes, please provide details: _____

Security Requirements: A minimum of 2 UWS security staff for the first 100 people and 1 for every 100 people thereafter will be required for all events.

Are additional Security staff required for the event? Yes No

Are there dignitaries attending the function? Yes No

Please note UWS reserves the right to indicate the minimum required amount of security over and above the indicated numbers above.

Event Activities and Associated Resource/Equipment Requirements:

Provide a list of each activity to be conducted at the event, along with its associated resource/equipment requirements.

Air-conditioning Lights Cleaning Toilets Kitchen

Audio/Visual requirements: _____

Changes to normal venue set up of furniture (attach set up requirements): _____

Other: _____

Please note that certain audio/visual requirements and furniture arrangements will incur additional costs.

Potential Risk/Hazard Identification and Management

Event organisers will need to undertake appropriate risk/hazard identification and assessment practices for each activity listed and then be able to demonstrate appropriate risk management controls have been implemented to address these issues. Information on the process of risk assessment and control can be found on the UWS OHS Unit website

<http://www.uws.edu.au/about/adminorg/corpserv/ohr/occupationalhealthandsafetyandwelfare/uwsohspolpr oc/ohsindex>

Should you require further direction or clarification please contact your nearest OHS Unit for advice.

Licensee and Permit Requirements:

If applicable, provide a list all activities for which a License or Permit is required. For each activity listed note the relevant licensee/permit holder and provide documentary proof that the necessary license or permit has been obtained and will remain current at the time of the event.

Insurance:

All external hirers of UWS facilities must be in possession of their own Public Liability insurance.

Has additional Public Liability Insurance (separate to the University's Insurance Policy) been obtained in regard to this Event and/or associated activities detailed on this permit application? Yes No
If yes, please list those activities for which additional insurance has been obtained. _____

Copies of the Confirmation of Insurance Cover / Certificate of Currency for an external company must be supplied, please provide a copy of the Certificate of Currency with this form.

Parking:

UWS charge for parking at its various campuses. Charges are \$8.00 per day per vehicle and tickets are to be bought on site.

Event Organiser Declaration:

I/We, the undersigned, have read the Venue Hire Application – Guidelines and are aware of our responsibilities, obligations and liabilities in regard to the organisation of the above detailed event. I/we declare that the information I/we have submitted in regard to the event is accurate at the time of signing this declaration.

I/we agree to reimburse the University for any damage to, or loss of equipment, resources and facilities that arise as a result of this event.

Signature: _____ Date: _____

Signature: _____ Date: _____

Approval Information:

Venues may designate it necessary for any division of the University to sign-off on an event before issuing an Event Organisation Permit. Under such circumstances a representative of that division must sign a declaration as to whether they are happy for the event to proceed from the perspective of their division. Normally, the representative for additional referrals of this nature will be the Divisional Head.

If any area has concerns regarding the event and therefore wishes to deny the application, a summary report detailing the specific concerns should be attached to the application and forwarded Venues.

Occupational Health and Safety Risk management (OHS)

- appropriate risk/hazard identification and assessment has been undertaken in regard to planning the event.
- formal details of appropriate risk/hazard identification and assessment techniques have been incorporated into the event management plan.

Name: _____ Signature: _____ Date: ___/___/___
 (Event organiser)

Finance (Insurance) Recommendation:

On the basis of **the information provided by the event organiser** it appears that:

- adequate insurance has been obtained for the event.
- it would be appropriate for the event organiser to proceed.

Name: _____ Signature: _____ Date: ___/___/___

Security Recommendation:

On the basis of **the information provided by the event organiser** it appears that:

- appropriate security has been arranged for the event.
- it would be appropriate for the event organiser to proceed.

Name: _____ Signature: _____ Date: ___/___/___

Final Approval: I hereby issue this event permit as authority to hold the above event at the stipulated date and time in the manner specified in this application and attachments.

Signature: _____ Position: _____ Date: ___/___/___

On completion of this form, please email direct to venues@uws.edu.au

PO Box 342
 Richmond NSW 2753