

## Event Detail Booking Request and OHS Check List

All requests to use University space must be accompanied with the following Event Detail Booking Request and a completed OHS Check List.

The checklist is designed to assist persons in the identification of all potential risks to the health & safety of people who organise and or attend an event within Swinburne's bookable space.

Location and related information can be found on the web site.

Section Two, the OHS Check List should be completed and submitted with your Event Detail Request Form application when booking an Enclosed or Open Space of Swinburne University.

Section Three – To be filled in for Events where ALCOHOL is served.

Incomplete forms will result in delay in processing of requests.

<b>Section One - Event Details Request Form</b>	
<b>Contact Details of Guarantor</b>	
Name:	
Location/Address:	
Phone Number and Email Address:	
<b>Organisation Sponsoring the Event</b>	
On site contact person: Mobile phone Number:	
Detailed description of Event proposed:	
Date Required:	
Time and Duration:	
Preferred Location or Location Type:	
Number of anticipated guests/patrons:	
Beverages/Food served and or prepared:	
Setup and Cleanup Procedure and Timeline: (please incorporate in booking duration)	
External Equipment to be brought in (Y/N) If Yes, please List:	
<b>Finance One Code (or Security Deposit)</b>	

Please fill out Section Two - Event Planning Check List. For more detailed information relating to items in the Check List see the web site

## Event Detail Booking Request and OHS Check List

Section Two – Event Planning Check List	Y/N	Strategies put in Place to Manage Risk
<b>Will there be any activities that involve patrons or staff operating at height?</b>		
<b>Are there areas, equipment etc that need to be properly secured, signed, supervised to prevent slips and/or falls?</b>		
<b>Will furniture and/or equipment be moved?</b> If so, is there adequate assistance, or equipment available to assist?		
<b>Are all dangerous objects secured and/removed?</b>		
<b>Has all electrical equipment been tested and approved for use?</b> By whom?		
<b>What general access and egress has been put into place and where?</b>		
<b>Has the event had a risk assessment by Security?</b> If so, by who and when? Is assessment conditional? If yes, what is to be put into place?		
<b>Are props/temporary structures and/or equipment proposed to be brought in?</b> Does it have the necessary approval?		
<b>Will there be food preparation and storage?</b> Is food stored at the appropriate temperature? Are there facilities for staff to wash hands? Obtained and proof of liquor licence?		
<b>Will there be Noise?</b> <i>Noise levels are to be at a comfortable level and not impede on University operations</i>		
<p>An extensive list of guidelines which further explains Risk and OHS management is located at <a href="http://www.swinburne.edu.au/hed/timetable">www.swinburne.edu.au/hed/timetable</a>. It is incumbent upon the Guarantor to have read this.</p>		
Name of Guarantor (Unit):		
Contact Person (Please print)	Signature	
	Date:	

## Event Detail Booking Details for where Alcohol is Served

Only complete this section if you intend on serving alcoholic beverages or products, regardless of whether the alcohol is sold to guests or not.

Section Three - Event Planning Check List where Alcohol is Served	
Will the alcohol be served / supplied by the event guarantor (organiser) or by an external caterer? (please tick only one)	<input type="checkbox"/> Event Guarantor <input type="checkbox"/> External Caterer
Does the Event guarantor or External Caterer hold a valid liquor licence that will cover this event?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If so, please attach a copy of the licence to this form.)
<p>Note: Under Victorian liquor licensing laws, some events require a liquor licence to supply or provide alcohol, whether at a cost of for free. Other than in a small number of venues, Swinburne does not have a liquor licence.</p> <p>Whether your event will require a liquor licence or not will depend on the location, the nature of the event (eg: private or public), the frequency of the event, the number of guests and other factors. The Associate Director (Corporate Services), Facilities and Services Group must be notified of any event booking where alcohol is to be served. Facilities and Services Group will determine on a case-by-case basis whether:</p> <ul style="list-style-type: none"> <li>(a) alcohol may or may not be served as part of the event and under what conditions;</li> <li>(b) whether a liquor licence is required for the event; and</li> <li>(c) options available to the event guarantor (organiser) to ensure the event is covered by a liquor licence.</li> </ul> <p>Swinburne staff are not permitted to apply for a temporary liquor licence without first seeking approval from Facilities and Services Group.</p>	
Name of Guarantor (Unit):	
Signature	
Date:	

Section Four – Use of Third Parties at Event
The Guarantor acknowledges that they have provided the current Event Space Guidelines to participating external parties.
Name of Guarantor (Unit):
Signature
Date:

Email to [timetable@swin.edu.au](mailto:timetable@swin.edu.au) or fax 9214.8383 or via Internal Mail H41