

Minor Event Registration

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| **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:** | | | | |
| **Event Name** | | | | |
| **Event Location/Venue** | | **Venue Type** (stadium, hall, art gallery, etc) | | |
| **Expected Attendance (max)** | | **Venue Capacity** | | |
| **Event Date**  Start Date:  End Date: | **Event Time**  Start time:  End time: | | **Set up/Clean up Time**  Start time:  End time: | |

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| **1.2 Event Manager** |
| **Event Manager**  Name:  Email Address:  Contact Number:  Contact Number during the event: |

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| **1.3 Description of the Event** |
| **Describe the event and its main purpose** |
| **List details of the type of entertainment being provided (if any)**  **Will alcohol be served at your event?**  **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?** |

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| **1.4 Patron Details** |
| **Who is the target audience?** |
| **If there are non UWA students attending please explain why:** |
| **Are there <18 attendees?**  **Yes**  **No**  **(If YES please complete the Medium EMP with a planned activity)** |

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| **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  **Yes** – The event is covered by the University’s Insurance Policy  **Yes** – other  If other, please state: |
| **2.2 Perth 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)**    **Yes No**  **If you are using electrical equipment in an outdoor venue have you researched electrical certification requirements?**  **Yes No** |
| **2.2 Event Management** |
| **Please describe below how you will manage guests who arrive at you event intoxicated:**    **Please describe how you will manage any guests requiring medical attention:** |
| **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:**  **Signature:**  **Date:** |

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