

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: University Computer Club** | | | | |
| **Event Name: Comp. Sci. Study Afternoon/Evening** | | | | |
| **Event Location/Venue: CITS 2.28** | | **Venue Type:** | | |
| **Expected Attendance (max): 15** | | **Venue Capacity: 15** | | |
| **Event Date 2020-10-29**  Start Date: **2020-10-29**  End Date: **2020-10-29** | **Event Time: 4:30pm**  Start time:**4:30pm**  End time:**8:00pm** | | **Set up/Clean up Time**  Start time: **7:50pm**  End time: **8:00pm** | |

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| **1.2 Event Manager** |
| **Event Manager**  Name: Cormac Sharkey  Email Address: bird@ucc.asn.au  Contact Number: 0466976027  Contact Number during the event: 0466976027 |

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| **1.3 Description of the Event** |
| **Describe the event and its main purpose**  **Provide a time and venue for UWA Computer Science students to help each other out prepearing for exams.** |
| **List details of the type of entertainment being provided (if any): none**  **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?**  **There is no promotional material, just a notification to our users saying that we’re putting on a low-key study afternoon/evening for Comp. Sci. Students to turn up and help each other.** |

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| **1.4 Patron Details** |
| **Who is the target audience?**  **Comp Sci. Students.** |
| **If there are non UWA students attending please explain why:**  **There are not.** |
| **Are there <18 attendees?**  **Yes**  X  **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  X  **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)**  X  **Yes No, don’t need**  **If you are using electrical equipment in an outdoor venue have you researched electrical certification requirements? NA**  **~~Yes No~~** |
| **2.2 Event Management** |
| **Please describe below how you will manage guests who arrive at you event intoxicated:**  **Not allowed entry.**  **Please describe how you will manage any guests requiring medical attention:**  **Call UWA security.** |
| **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:Cormac Sharkey**  **Signature:**  **Date:29/10/2020** |

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