

Event Notification Form

Contact Information

Name of group organising event	
Contact person/events manager for project	
Position within group	
Phone	
Email	
Cellphone	
Second contact	
Position within group	
Phone	
Email	
Staff Sponsor ¹ (<i>for UCSA events</i>)	
Position at UC	
Phone	
Email	

¹ Reference: Student Events on Campus Policy, point 4. When an event occurs on campus a responsible staff member is required at the event throughout the evening and to oversee the clean up at the end of the function. This staff member is responsible for making sure that students behave in an acceptable manner, do not become intoxicated, and if a problem develops, to be responsible for summoning assistance from security to deal with it immediately.

Event Information

Name of event	
Event date(s)	
Duration (days/hrs)	
Pack in time (am/pm)	
Event Start (am/pm)	
Event End (am/pm)	
Pack out time (am/pm)	
Number of people attending the event	
Preferred Venue	
Room configuration <i>(E.g. theatre style seating, classroom, boardroom, reception)</i> If your booking requires furniture movements please ensure a BEIMS request is logged once your booking has been approved.	
I have included a diagram of the venue setup with this form.	Yes / No
Speakers	1. 2.
Does the event involve the sale or distribution of tickets? (If yes, state where tickets will be sold or distributed)	Yes / No
Number of tickets available for sale	
Is the sale of tickets limited to group members? (If no, who else will you target for ticket sales)	Yes / No
Is this event sponsored? (If yes, state by whom)	Yes / No

Catering/Food Vendors

Will food and/or non-alcoholic beverages be served or sold? <i>If yes, please provide details of</i> <ul style="list-style-type: none">the type of non-alcoholic beverages being served/soldwhat food will be served/sold	Yes / No
Who is the catering supplier? No Cooking or BBQ equipment is permitted within any indoor venues on campus.	
Will you be using food vendors? <i>If yes, please provide details of</i> <ul style="list-style-type: none">Names of vendorsCopies of their licence	Yes / No

Alcohol

Will alcohol be served/sold at the event? ² <i>If yes, please provide details of</i> <ul style="list-style-type: none">the type of alcohol being served/solda copy of the license³	Yes / No
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ICT/Audio Visual (AV)

ICT Requirements (access to computers, wireless etc).	https://assist.canterbury.ac.nz/selfservice/application/assystNET.jsp# Phone Ext. 95000 or Direct Dial: +64 3 369 5000 or Freephone: 0508 UC IT Help (0508 824 843)
AV Requirements (technician support).	audiovisual@canterbury.ac.nz +6433693222

Building Consent

Tents or marquees? <ul style="list-style-type: none"><i>If yes, do they require fire systems and procedures?</i>	Yes / No
Platforms or staging <ul style="list-style-type: none"><i>If yes, what height are they?</i>	Yes / No
Scaffold towers or grandstands <ul style="list-style-type: none"><i>If yes, what height are they?</i>	Yes / No

² Licenced events may incur a security charge of approx. \$27 per hour, minimum rate 4 hours

³ Reference: Campus Drug & Alcohol Policy, point 12. At all student functions where alcohol is available, a Special Licence may be required. The purpose of a Special Licence is to allow the sale and/or supply of liquor in other than established licensed premise. The convenor of the function must hold a copy of the licence on their person on site, for the duration of the function. Please refer to www.ccc.govt.nz/liquor/forms/ for information on applying for a Special Licence.

Portable buildings (e.g. porta-coms, toilets)	Yes / No
Temporary artwork or similar structure <ul style="list-style-type: none"> If yes, how are they going to be secured? 	Yes / No

Clean Up

(The organiser is responsible for the cleaning up of the venue)

What are your arrangements?	
If your booking requires extra cleaning services please ensure a BEIMS request is logged once your booking has been approved.	Yes / No

Electricity

Is power supply required for this event	Yes / No
How are you going to control the hazards possibly introduced by power supply, e.g. extension cords etc.	Yes / No

Entertainment

(Bands, bouncy castles etc.)

Will there be other types of entertainment <ul style="list-style-type: none"> If yes, what? 	Yes / No
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First Aid

What facilities are you providing for treatment of injury or illness?	
First aid certified personnel? <ul style="list-style-type: none"> If yes, how many? 	Yes / No
Ambulance Service on site? <ul style="list-style-type: none"> If yes, what provider? 	Yes / No

Noise Control

Will there be any amplified sound? <i>No amplified sound is permitted on campus during teachings and exam times</i>	Yes / No
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Parking

Parking Coupons can be purchased for your attendees. http://www.canterbury.ac.nz/campus-services/parking/coupons.shtml	Yes / No
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Promotion

How do you intend to promote this event? ⁴	
Are media invited / expected?	Yes / No
What marketing material is required?	

Special Effects

(Fireworks, smoke, noise, lighting etc)

Will there be any special effects?	Yes / No
I have included a Health & Safety Certification for fireworks with this form.	Yes / No

Traffic Management Plan

If your booking requires a TMP please ensure an email request is logged once your booking has been approved. ⁵ <i>Email Security security@canterbury.ac.nz</i>	Yes / No
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Hazard Risk Assessment and Management

Depending on the nature of the event, you may be required to complete a Hazard Risk Assessment and Management form.

Please return the completed form for your event, to the Ad-Hoc room bookings team.
bookings@canterbury.ac.nz

⁴ Approved Approaches for Advertising

It is recognised that there is a need for individuals and groups to advertise their forthcoming events or rallies especially leading up to student elections. The following are approved approaches to advertising:

Undercroft – Approval must be sought from the Senior Events Coordinator and/or Facilities Management – Operations Manager, before placing any advertising material, including posters and flyers, in the Undercroft.

Banners – may only be fixed to appropriate trees, light standards or buildings provided the banners and their fixings are robust and will not become insecure and a danger. Approval must be sought from Facilities Management and/or the host department before attaching them to any location.

Posters – there are numerous poster bollards located at various “strategic” locations specifically for attaching advertising bollards. This must be coordinated by the UCSA. **Sticking posters to any other location is strictly prohibited.**

Chalking – shall be restricted to horizontal asphalt and paved areas only and to locations where it will be easily removed by rain. **Chalking of buildings, walls and cobbled areas is strictly prohibited.**

Leaflet flyers – shall not be placed on vehicles parked in University car parks.

Please Note: Advertising relates to the event only and advertising alcohol or alcohol producers or suppliers, is not permitted.

⁵ If you anticipate more than 200 vehicles a Traffic Management Plan may be required.

Hazard Risk Assessment and Management

Use this form for hazard assessment of short term work or activity, e.g. working at height, hot work and contractor related work.

Work/Activity Details /Risk Assessment								
Type of work or activity :		Location		BEIMS No. <i>(if applicable)</i>				
Risk assessment conducted by:		Date:		Time:				
Hazard Description	Significant Yes or no	Hazardous Event Associated Risk <small>(i.e. what may occur to lead the hazard to cause harm)</small>	Likelihood (L value)	Conse-quence (C value)	Risk Rating L x C	Hazard Action/Risk Control Plan <small>Update controls as required</small>	Residual Risk Rating	Eliminated or minimised

Person in Control of Work/Activity Position Signature Date	Name Position Signature Date
Hazards not eliminated on completion of work must be recorded on Hazard Register	

How to use this form:

1. List all the known or potential hazards associated with the proposed field activity.
2. Consider whether hazard is significant.
3. Identify the hazardous event that would lead to the hazard causing harm.
4. Consider the likelihood of it occurring and the consequence if it did occur.
5. Use the Risk Rating Matrix below to rate the hazard risk.
6. Identify suitable control options for the hazard that will reduce the risk levels.
7. Use the Risk Rating Matrix to calculate the residual risk.
8. Record the residual risk rating score against the hazard.
9. Determine if the controls eliminate or minimise the hazard.

Hazard Control Key:

E = Eliminate the Hazard

M= Minimise the likelihood the hazard will cause harm

Risk Rating Matrix							
Risk Matrix							
Likelihood \ Result	Minor (1)	Moderate (2) (first aid only)	Severe (3) (Notifiable Event)	Major (4) (permanent disabling injury)	Catastrophic (5) (Loss of life, > \$1m costs)		
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)		
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)		
Moderate (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)		
Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	Critical (20)		
Almost certain (5)	Medium (5)	High (10)	High (15)	Critical (20)	Critical (25)		
Risk Categories							
Critical & High	Risk treatment strategies to be approved by Supervisor/Manager.						
Medium	Risk treatment strategies to be implemented by Person in Control of Work/Activity and any specialist support as required. Strategies to be approved by persons with specialist knowledge or experience.						
Low	Risk acceptable – to be managed under normal control procedures (e.g. planning, training, information, supervisor and review).						
Risk: the chance of something happening that will impact on your work.							
Significant: results in a Notifiable Event.							
Residual Risk: The levels of risk remaining after all control measures have been implemented.							