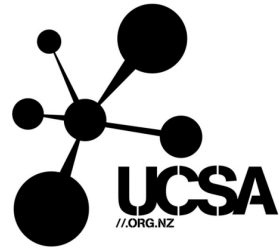


Club Event Notification Form

Job Number

Date Received



You should fill in this form if

- You are planning to run this event on UC campus
- You think you could have 50 attendees or more within UCSA grounds

Basic Information

Name of club organising event _____

Contact person/events manager for project _____

Position within club _____ Mobile _____

Email _____

Second contact _____

Position within club _____ Mobile _____

Email _____

Website/Facebook (for event) _____

Event Information

Name of event _____

Event date(s) _____ Duration _____ (days/hrs) Start _____ am/pm End _____ am/pm

Event description including theme and purpose _____

Do you have a venue in mind? _____

Do you have a contingency venue? (wet weather) _____

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 _____ Number of people attending the event _____

Is the sale of tickets limited to club members? YES NO

Is this event sponsored? (If yes, state by whom) YES NO

Alcohol and Security

Will alcohol be served/sold at the event? (If yes, please provide details of supply/service) _____ YES NO

Liquor license supplied/approved YES NO

Will food and/or non-alcoholic beverages be served or sold? YES NO

Campus security notified YES NO

Event requires security staff (Please provide details of service) YES NO

Map/layout of your event and grounds attached YES NO

Hazard control plan completed/supplied for the event YES NO

Do you require assistance with marketing? YES NO

-You will be passed onto our communications department to discuss this further.

Contacts

Name/Title	Phone	Email
Luke Merryweather UCSA Events Team Leader	027 501 0366 (business hours)	sdo@ucsa.canterbury.ac.nz
John Liddell UCSA Security Manager	027 204 0739 (after hours)	hsm@ucsa.canterbury.ac.nz
Michael Oliver UC Campus Security Supervisor	(03) 364 2987 ext 6360	michael.oliver@canterbury.ac.nz
UC Campus Security	0800 823 637	
Bill Timms UC Constable	027 434 4120	
24 Hour Surgery After Hours Medical Centre	(03) 365 7777	
Police/Fire/Ambulance	1-1-1(includes cell phone calls)	

Please notify campus security as soon as you have contacted emergency services.

Please hand this form into UCSA reception, Level 1, 90 Ilam Rd, or contact the UCSA Activities, Clubs and Events Team via email events@ucsa.canterbury.ac.nz or phone 03 364 2652