

Function Fact Sheet

The Function Fact Sheet is designed to help in the communication between MONSU Caulfield and Monash University. If necessary MONSU Caulfield may contact you, the event organiser, to confirm or clarify any details outlined in this form. It is important that all details given are correct as MONSU Caulfield uses this form to inform the relevant Monash Caulfield Campus staff listed below.

EVENT ORGANISER RESPONSIBILITIES:

- Ensure a copy of this form is present at the event.
- Return this form no fewer than 5 days before the event (larger events no fewer than 10 days). The University reserves the right to withhold event approval if this form is not received in the specified time frame. This may result in a cancelled or delayed event. Costs incurred as a result of a cancelled or delayed event will be the responsibility of the Event Organiser.
- Complete all of the sections relevant to your event. If not relevant, place 'N/A' (not applicable) – do not leave any section blank.
- For all events/activities (meetings are exempt), a Risk Assessment Form – General (FFS02) must be completed by the Event Organiser.
- See MONSU Caulfield Service Desk staff if you need assistance to complete the Risk Assessment Form – General (FFS02).
- The completed Risk Assessment Form – General (FFS02) must be submitted to the MONSU Caulfield Service Desk and signed by the MONSU Caulfield Service Desk Manager prior to the commencement of the event.

MONSU CAULFIELD RESPONSIBILITIES:

- To use this form as a checklist to assist in organizing the event.
- Notify and distribute to the relevant departments.

Enquiries regarding the details specified in this Function Fact Sheet should be directed to the MONSU Caulfield Service Desk Manager – on 9903 2525 or by email – servicedesk@monsucaulfield.org.au

MONSU Caulfield Service Desk to complete

Function Fact Sheet issued to:

Arthur Lambiris	Security	
Chris Riskas	Facilities & Services	
Helen Dunne	Director – Caulfield Campus Community	
Natalie Fisher	Student Engagement Coordinator	
Priscilla Chow	OHSE	
Stefan Silvy	Security	
Wayne Beard	Facilities & Services	
Event Organiser		

Date sent: / /

Additional forms completed (if required):

BEIMS Request Form (FFS01)	
Risk Assessment Form– General (FFS02)	
Risk Assessment Form – Alcohol	

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SECTION 1: EVENT DETAILS

Event Title:			
Hosting Club/Group:			
Details of Venue Hired / Space requirements:		Number Attending:	
Date: Start Time:		Date: Finish Time:	
Description of Event: e.g. BBQ, Club meeting, movie night (must give details)			
Event Organiser:	Name:		
	Phone No:		Mobile No: <input type="text"/>
	Email:		
Important Guests on Campus: e.g. Senior University Staff, Government Representative			

Deliveries / Pickups:	Yes		No		
External Suppliers - please provide details of any external suppliers assisting with your event e.g. carnival rides, lighting, AV etc.:					
Do you need a BBQ area, power, extra bins etc.:	Yes		No		
If yes, please complete the information sheet required for a BEIMS request at the end of this form.					
If Lawn/BBQ area is required please tick applicable boxes:	L1a	L1b	L2	L3	BBQ



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SECTION 2: FOOD AND CATERING

Are you having your Event catered?	Yes		No	
If yes, please provide the name of Caterer.				
Caterer				
Please provide a copy of the catering license to MONSU Caulfield Service Desk.				
Will MONSU Caulfield reps/ Club Members be handling food?	Yes		No	
If yes:				
<ul style="list-style-type: none"> • A copy of all Food Safety & Handling Certificates must be provided to MONSU Caulfield • Food handlers must keep a copy of their certificate with them during the event • The names and date that each food handler obtained their certificate must be entered below 				
Name		Date obtained		
Name		Date obtained		
Name		Date obtained		

SECTION 3: ALCOHOL / SECURITY

ALCOHOL

Will alcohol be served?	Yes		No	
If yes, you must complete the Risk Assessment Form - Alcohol.				
Will Committee Members be handling alcohol at the Event?	Yes		No	
If yes, provide a copy of all RSAs to MONSU Caulfield. A copy of the RSAs and photo IDs must be presented upon request during the event. Security is authorized to terminate the event.				

SECURITY

Functions that operate outside of normal opening hours and/or involve alcohol service may require a Security Officer to be present for the duration of the function at an extra cost to the Organisers. Details to be advised based on information provided after consultation with Security.

Contact Security: 333 or 9903 2211

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SECTION 4: AGREEMENT

ADDITIONAL FORMS	
I, the Event Organiser understand that I must complete a BEIMS Request Form (FFS01) for all event/ activities that require a detailed set up.	<input type="checkbox"/>
I, the Event Organiser understand that I must complete a Risk Assessment Form – General (FFS02) all events/ activities (meetings are exempt). The completed form must be submitted to the MONSU Caulfield Service Desk and signed by the MONSU Caulfield Service Desk Manager prior to the commencement of the event.	<input type="checkbox"/>
I, the Event Organiser understand that, I must complete a Risk Assessment Form - Alcohol if alcohol is being served at this event. The completed form must be submitted to the MONSU Caulfield Service Desk and signed by the MONSU Caulfield Service Desk Manager 10 business days prior to the event.	<input type="checkbox"/>
SECURITY	
I, the Event Organiser understand that functions that operate outside of normal opening hours and/or involve alcohol service may require a Security Officer. The Security Officer will be present for the duration of the function. The cost associated with additional security will be charged to the Event Organiser. Details to be advised based on information provided after consultation with Security.	<input type="checkbox"/>
I, the Event Organiser acknowledge that in the event of an incident requiring immediate attention or first aid I should contact Security immediately. Contact Security: 333 or 9903 2211	<input type="checkbox"/>
GENERAL	
I, the Event Organiser, acknowledge, understand and agree to the following: <ol style="list-style-type: none"> 1. I must be present for the duration of the event 2. I, the Event Organiser and my team must be familiar with the locations of emergency exits. The Emergency Assembly point is the central lawns 3. Any alteration to standard layouts must only be made with the consent of the MONSU Caulfield Service Desk Manager 4. Furniture must not be stored in hallways, stairwells or foyers. DO NOT block emergency exits or emergency equipment such as fire hydrants 5. I have read and will follow Monash University's policy on Alcohol and Drugs at Events – http://www.monash.edu.au/ohs/topics/guidelines/alcohol-drugs-events.pdf 6. All catering provided must be in line with the Food Safety Program and delivered by certified/registered Food Handlers. You should ask all catering suppliers for their certification. Caterers requiring power must be inducted with Facilities & Services 7. Catering cannot be set up in corridors, hallways, stairwells, landings or computer laboratories 8. Caterers are responsible for the removal of all rubbish and bottles associated with the function. Recycling bins are available on Campus 9. No alcohol is to be provided to anyone who is, or appears to be, intoxicated or is under the legal drinking age of eighteen years 10. Drinking water should be provided free of charge 11. Adequate quantities and variety of foods should be made available at functions at which alcohol is served 12. Alcohol should not be served for longer than 30 minutes before food is served 13. Strictly no selling of alcohol 	<input type="checkbox"/>

By signing below I acknowledge that I have read, understand and agree to the above Terms and Conditions.

Event Organiser Name: _____ Event Organiser Signature: _____

Date: _____

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CLEANING

Venues and facilities (including the BBQs) **must** be cleaned after your event. All catering and rubbish must be removed as per Monash University requirements. A number of clearly identified bins have been made available for this purpose. Ensure the correct type and number of bins are available before the event starts. Failure to comply will result in the Club/ Group being charged.

If you require extra bins they need to be ordered through a BEIMS request. Please see the MONSU Caulfield Service Desk Manager.

Additional cleaning may be required for some events - charges may apply. Cleaning requirements should be discussed with the MONSU Caulfield Service Desk Manager who will advise of charges.

DECORATIONS

No interior / exterior attachments or decorations are permitted anywhere on the Campus without prior consultation with the MONSU Caulfield Service Desk Manager.

LIGHTING

The MONSU Caulfield Service Desk Manager must first approve any lighting requirements – bud lights / fairy lights must not be placed over garden beds or added to trees.

OPEN FLAMES

Open flames in the form of torches, candles, BBQs etc are not permitted on campus.

NOISE

Amplified music must be kept to a minimum and must have prior approval from Facilities and Services. Amplified sound must not exceed +5 decibels above background noise. All functions must conclude by midnight and it is the responsibility of the Event Organiser to ensure that guests leave the campus in a quiet and orderly fashion.

SIGNAGE

Please ensure that you provide signage stands for your events and return stands to the MONSU Caulfield Service Desk foyer so others can find them after you.

Use of Campus structures, doors etc for signage is not permitted and will be removed. Costs associated with damage and removal to structures will be passed on to the Event Organiser.

Please see staff at the MONSU Caulfield Service Desk located on Level 2, Building S for poster approval. The poster policy is available at www.monsucaulfield.org.au

TOILETS

Access to toilets will be provided – large events require cleaning staff to be present to stock and clean between sessions – cleaning charges apply.

DELIVERIES / PICK-UPS

- Storage is not available on Campus;
- Equipment or material delivered without consultation with the MONSU Caulfield Service Desk Manager will not be accepted;
- Anything left in foyer areas; corridors or spaces may be returned or discarded at a cost to the Event Organiser;
- Private Vehicles are not permitted on the Campus grounds. Only hire companies are permitted to enter the grounds. No vehicles are to remain on Campus under any circumstances, unless in a valid car space;
- Access for drop off of equipment can be arranged but must be approved by the MONSU Caulfield Service Desk Manager and will be passed on to the Security Office for consideration.