

This form is to be completed by the person defined under the University Policy on Alcohol and Other Drugs at Monash University Events as the Event Manager and handed to the relevant Venue Manager at least 10 days prior to any authorised Monash University event that involves the service of alcohol.

This form and table is intended to help those responsible for an event identify and consider risk factors associated with the proposed event and in doing so determine what arrangements are necessary to eliminate or mitigate such risks to an acceptable level (to the satisfaction of the University's security representatives). No such event on university property can proceed without first obtaining the permission of the University. Please note that any recommendations, directions or approval given by the University in respect of an event held on university property does not in any way diminish or remove the sole legal or other responsibility for the event held by the Event or Venue Manager. Please refer to the University Policy on Alcohol and Other Drugs at Monash University Events at <http://www.monash.edu.au/ohs/topics/alcohol-drugs.html>

Section 1 Event Details (To be completed by Event Manager)

Organisation/Club/Department:

Event Manager's Name: Phone Number:

Brief Description of the event:

Event Date: Start Time: Finish Time:

Proposed Venue:

Event Manager's Signature: Date:

Section 2 Venue Requirements (To be completed by Venue Manager)

Please list the strategies recommended to be put in place to minimise the risk level of the event.

- Security to be organised for the event by Monash University YES NO
- University Security to be requested to do walk through during event
- Other measures recommended.....

Approved by Venue Manager Name: Signature:

Contact Details: Date:

Approved subject to the additional requirements listed below by the Security Co-ordinator or nominee:

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Name: _____ Signature: _____ Date: _____

To be completed by the Event Manager – for the criteria, listed in the left hand column, please tick the box that best describes your event.

Criteria	Event details			Assessment (office use only)
Venue	Student Lounge - S2 <input type="checkbox"/>	Gryph Inn or MamaDuke (MONSU Caulfield or Club Function) <input type="checkbox"/>	Gryph Inn <input type="checkbox"/>	
	OSS Lounge – S2 <input type="checkbox"/>		MamaDuke <input type="checkbox"/>	
	Meeting room <input type="checkbox"/>		External/ Outdoor area <input type="checkbox"/>	
Type of Activity	Club / Society meeting <input type="checkbox"/>	Theme night <input type="checkbox"/>	Band night <input type="checkbox"/>	
	Closed event <input type="checkbox"/>	Special occasion <input type="checkbox"/>	External function <input type="checkbox"/>	
	Formal dinner <input type="checkbox"/>	Community event <input type="checkbox"/>	Ball <input type="checkbox"/>	
	BBQ <input type="checkbox"/>	Charity event <input type="checkbox"/>		
	Awards night <input type="checkbox"/>			
Entertainment	Karaoke <input type="checkbox"/>	DJ <input type="checkbox"/>	Live band <input type="checkbox"/>	
	CD/ Ipod <input type="checkbox"/>		Live entertainment <input type="checkbox"/>	
	Background <input type="checkbox"/>			
Numbers of Attendees	Less than 50 <input type="checkbox"/>	50 – 150 <input type="checkbox"/>	More than 150 <input type="checkbox"/>	
Crowd Mix	Students & Staff only <input type="checkbox"/>	Students and up to 2 guests <input type="checkbox"/>	Open/ External <input type="checkbox"/>	
	Formal invitation only <input type="checkbox"/>		Under age <input type="checkbox"/>	
Starting Time	Before 8.00pm <input type="checkbox"/>	After 8.00pm <input type="checkbox"/>	Weekend <input type="checkbox"/>	
Length of Event	Less than 2 hours <input type="checkbox"/>	2 – 4 hours <input type="checkbox"/>	More than 4 hours <input type="checkbox"/>	
Alcohol	Non-alcoholic drinks, light beer, limited wine <input type="checkbox"/>	Non-alcoholic drinks, full strength beer, light beer, wine <input type="checkbox"/>	Non-alcoholic drinks, full strength beer, light beer, wine, spirits, mixers <input type="checkbox"/>	
Food	2 / 3 course meal <input type="checkbox"/>	Finger food served at start and regularly during event <input type="checkbox"/>	Snack food <input type="checkbox"/>	
	Formal dinner <input type="checkbox"/>		No food <input type="checkbox"/>	
	BBQ <input type="checkbox"/>			
Supervision	Event Manager and University Security <input type="checkbox"/>	Event Manager, catering staff and University Security <input type="checkbox"/>	Event Manager and students only <input type="checkbox"/>	
Bar Staff	Gryph Inn/MamaDuke staff and students who have an RSA certificate <input type="checkbox"/>	Catering staff who have RSA certificate <input type="checkbox"/>	Self-Serve <input type="checkbox"/>	
Bar Service	Table service <input type="checkbox"/>	Cash bar <input type="checkbox"/>	Open/ Tab <input type="checkbox"/>	
Liquor Licence		Gryph Inn <input type="checkbox"/>		
		MamaDuke <input type="checkbox"/>		
Advertising	None <input type="checkbox"/>	Campus wide only <input type="checkbox"/>	Public/ Social Media <input type="checkbox"/>	
	Invitation only <input type="checkbox"/>			
Other				

Office Use Only

Arranged: Air Con Building Access Additional Campus Security
 Cleaning Advised Security Advised BEIMS for set-up
 Grounds Director – Caulfield Campus Community advised