



Medium Event Management

Plan for events with a planned activity and no alcohol present

Medium Event Criteria:

A medium event is one with ANY of the following features:

- More than 50 people but less than 250 people invited
- Alcohol is being served in a licensed venue providing staff and security
- No underage guests if alcohol is served
- Planned activity (including physical which may result in personal injury)

Note: There are **2 medium event forms** this is the form for an event **NOT INCLUDING ALCOHOL** – please check you are completing the correct one

Office Use Only

Date received:
Received by:
Approved by:
Comments:

This form must be completed at least **4 weeks prior** to an event.

This form must be scanned and submitted to 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: <i>UniGames</i>		
Event Name: <i>Perth Escape Hunt</i>		
Event Location/Venue: <i>Escape Hunt Fremantle</i>	Venue Type (stadium, hall, art gallery, etc) <i>Business/Game Event Space</i>	
Expected Attendance (max) <i>24</i>	Venue Capacity <i>30</i>	
Event Date <i>27-05-15</i> Start Date: <i>27-05-15</i> End Date: <i>27-05-15</i>	Event Time <i>4:00 hours</i> Start time: <i>17:00</i> End time: <i>21:00</i>	Set up/Clean up Time Start time: <i>16:45</i> End time: <i>21:10</i>

1.2 Event Manager

Event Manager Name: <i>Sarah Lewis</i> Email Address: <i>21301124@student.uwa.edu.au</i> Contact Number: <i>0409 658 665</i> Contact Number during the event: <i>0409 658 665</i>
Alternate Person's Contact Details Name: <i>Steven Correia</i> Email Address: <i>20524998@student.uwa.edu.au</i> Contact Number: <i>0478 037 767</i>
First Aid Officer Will you have an onsite First Aid Officer? (required for all events including a physical activity) <u>Not required – Escape Hunt have their own first aid trained staff</u> <input type="checkbox"/> Yes <input type="checkbox"/> No

First Aid Officer 1 details:

Name:
Email Address:
Contact Number:
Contact Number during the event:

First Aid Officer 2 details:

Name:
Email Address:
Contact Number:
Contact Number during the event:

Please note you will need to send through Valid first Aid Certificates for all First Aiders onsite

Please confirm the following:

- The First Aid post will be clearly identifiable
- The First Aid post will be equipped with a complete First Aid Kit
- Your first aiders will be onsite for the duration of the event
- Your first aiders know the closest ambulance access point
- If on campus that your first aiders know to contact security 6488 3020 if an ambulance is called

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

1.3 Description of the Event

Describe the event and its main purpose

The event allows club members to engage in three different practical puzzles in groups in order to 'escape' different rooms in the Escape Hunt centre. The purpose of the event is recreation in line with our club's interests.

List details of the type of activity involved:

Activity Name	Description
<i>Escape Hunt</i>	<i>Groups solve puzzles to 'escape' 3 different rooms as quickly as possible.</i>
<i>Board games</i>	<i>Board games provided for groups that are waiting to use an Escape Hunt room to use.</i>

Additional Comments

1.4 Patron Details

Who is the target audience?

UniGames club members; people interested in traditional/problem-solving games

Are there <18 attendees?

Yes

No

Patron Age Details – Please state an estimated number of attendees in each age bracket:

< 18	No. of total audience:
18 – 25	No. of total audience: 20-24
25 – 29	No. of total audience:
30 – 39	No. of total audience:
40+	No. of total audience:
Non UWA Students	No. of total audience:

Please provide details of the non UWA students expected to be in attendance:

How will you ensure that each participant is both mentally and physically fit to complete the activities involved? (i.e. pre-registration/consent forms)

Participants will be made aware of what the activities entail via event promotion, and upon sign-up will be required to fill out a registration and consent form.

SECTION 2: GENERAL CONSIDERATIONS

2.1 Alcohol

Will alcohol be available at the event?

Please note that if alcohol is available and there is a physical activity involved you will be required to complete a Major Event Management Plan

No – Alcohol will not be served or consumed at the event

Yes – Alcohol will be sold or supplied by the licensed venue.

As an alcohol free event please explain how you will manage the following:

- Guests who arrive with BYO alcohol:
Guests will be turned away from the event, or their alcohol will be confiscated and stored
- Guests who arrive intoxicated:
Guests will be turned away from the event. The police or ambulance will be called if necessary

Has the event manager or any other event staff completed any training modules?

Yes No

If yes, please list:

Name (first, last)

e.g. Joe Bloggs

Sarah Lewis

Date Completed

17/03/14

8/04/15

Training and Provider

RSA - APSI

UWA Guild Leadership training

2.2 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

Yes – The event is covered by the University’s Insurance Policy

Yes – other

If other, please state:

SECTION 3: PLANNING THE EVENT

3.1 Venue Details

Venue address (if off campus):

U29A/36 The Piazza, South Terrace, Fremantle 6160

Please confirm that the venue is fit for purpose i.e. is suitable for the activity that you have planned:

The venue is set up specifically to host these events.

Have you advised the venue of the activities you have planned:

Yes

No

Are there modifications required to the venue for the duration of the event? (i.e. movie screen)

No

Yes

If yes, please state:

Do you require power, if so have you researched your requirements and the venues power availability:

Yes

N/A

As an event manager, have you made yourself familiar with the necessary evacuation plans and housekeeping rules required by the venue?

Yes

No

3.2 Requirements Subiaco Council

Have you researched and applied for the relevant Subiaco Council permits:

- | | Yes | N/A |
|--|--------------------------|--------------------------|
| • Food Permit
(see Guild website – other forms for details regarding when this is required)
N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| • Electrical Certification (Form 5) N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| • Form 1 N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| • Form 2 N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| • Structural Certification N/A | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Licensing

Have you research and applied for any additional licenses required (such as movie rights) if so please list below:

-
-
-
-

3.3 Event Promotion and Ticketing

What is the focus or purpose of the event? (For example, family run, social function, sporting contest, musical entertainment)

The focus of this event is the participation of club-members in completing the three different puzzle-rooms provided by Perth Escape Hunt.

How is this explained in the promotion and publicity for the event? (how have ensured they are aware of the action involved in each activity)

The event is specifically organised around attending the Perth Escape Hunt centre in Fremantle in order to participate in their provided activities.

Describe the communication mediums used to publicise and promote this event, i.e. where is the event to be publicised and promoted?

This includes social media and print media. ***Event will be promoted via posters in the clubroom, a Facebook event connected to the club's FB group, and via an email sent to the club's mailing list.***

How much will entry/participation in the event cost patrons?

\$25

What is included in this price?

- ***Three game rooms***
- ***UniGames board games in communal waiting room***
- ***Complimentary water***
- ***Attendees may bring their own snacks***
-

SECTION 4: CONSULTATION WITH KEY STAKEHOLDERS

4.1 Stakeholder Register

List the names of individuals and organisations you have consulted with in planning this event.

<u>Stakeholder</u>	<u>Contact Name</u>	<u>Contact Number</u>
UniGames	Sarah Lewis	0409 658 665
Perth Escape Hunt	Dave Pearson	0435 426 044
UWA Student Guild	Chloe Jackson	6488 5340

SECTION 5: EVENT AUDITING AND COMPILE A FILE

5.1 Event Auditing and File Compilation

Events may be audited by UWA to ensure they comply with the relevant University policies and state legislations. Therefore, you are required to keep documents and information.

Has a filing system been established?

Yes
 No

Who is responsible for maintaining the file? Name: *Sarah Lewis*

SECTION 6: ACCEPTANCE

6.1 Declaration and Signature

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: *Sarah Lewis*

Signature:

Date:

Please Note if your event involves a Physical Activity you are required to complete a Risk Assessment Form