



Property, Development and Commercial Services Office

Approved:

Date:

### Function / Event Application

**PLEASE NOTE:**

- Applications will be considered in line with the Government and University's policies on any COVID-19 regulations/restrictions that may be in place at the time of your request.
- Confirmed bookings are subject to change at any time, depending on the COVID-19 regulations/restrictions that may be in place at the time of your booking.

The following COVID-19 safety protocols must be adhered to when booking a venue at Murdoch University for a function/event. **Please initial the boxes below to confirm protocols have been read and agreed to:**

1. An attendance register of everyone at the function/event is to be taken and kept for a period of 28 days after the booking has taken place, to assist with contact tracing if required **YES**
2. Carefully manage shared spaces to ensure physical distancing in accordance with the latest Government guidance **YES**
3. Comply with the patron capacity of the venue (to be confirmed by the Room Booking team) **YES**
4. Ensure appropriate hygiene protocols and practices are in place **YES**
5. Adhere to any further [COVID-19 risk management requirements advised by the WA Government](#) for gatherings **YES**

1. Function / Event Details	
Function Name:	
Function Date:	
Function Start /Finish Time:	
Venue Title:	
Function Description:	

2. Applicant Details			
Applicant Name:			
Are you Staff, Student or External?	Staff	Student	External
Staff / Student Number:			
Applicant Address:			
Phone:			
Mobile:			
Email Address:			
Who will be attending the Event?	Staff	Student	External
Will there be any Guest Speakers?	Yes      No <i>If Yes, please supply information below:</i>		
Is the applicant conducting the function on behalf of another person, group or organisation?	<i>If Yes, please supply information below:</i>		



**Property, Development and Commercial Services Office**

**Approved:**

**Date:**

<b>3. Logistical and Parking Requirements</b>	
Daily parking – scratchie coupons \$5 per day (for weekdays only)	Pay in person: scratchies are only available for purchase from the Student Centre, phone 1300 687 362. Scratchies are valid for one day in the 'red' and 'green' zones only. They are not for use in visitors 'ticket' parking area, service, loading zones, disabled or reserved bays.
Short term / hourly parking - ticket parking (pay and display) zones	Short term/hourly parking is available in the visitors 'ticket' parking area. Parking bays are available in carparks 2, 3, 4, 5, & 7 for visitors or non-permit holders who have purchased a valid ticket from one of the designated ticket machines on campus. Non-permit holders and visitors to campus, between the hours of 8.00am and 4.15pm weekdays, should park in these designated metered car parks and display the purchased ticket clearly.
Do you require any additional services?	Yes      No
Chairs (\$60 logistics charge) <i>In addition to those provided within the venue</i>	
Tables (\$10.00/table/day + \$60 logistics charge) <i>In addition to those provided within the venue</i>	
Access to use Audio Visual Equipment within a venue	Yes      No
Directional Signage	<i>If the hirer is providing signage for the event please provide details below:</i>

<b>4. Permission</b>	
Has the availability of the venue been confirmed with the relevant authority?	Space and Timetabling      Nexus Theatre      Other
Has permission been obtained from the relevant School or Division to have the function in the venue?	Yes    No    NA <i>If Yes, please provide letter of confirmation of permission</i>

<b>5. Entertainment</b>	
Will there be entertainment at the event / function?	Yes      No <i>If Yes, please indicate the nature of the entertainment:</i>  <b><u>Inappropriate entertainment is not permitted on campus</u></b>
What type of noise and what level of volume will be generated? Noise Type: _____ Noise Volume: _____ From: _____ am / pm To: _____ am / pm	
Is the noise going to be in the vicinity of an area where it could be a disturbance?	Yes      No <i>If Yes, what alternatives can be considered to alleviate this problem?</i>
Raffle or lottery	<b>Please note that raffles, lotteries and gambling activities must not be conducted on campus - as per General Conditions of Venue Hire section 2(f) .</b>



Property, Development and Commercial Services Office  
 Approved:  
 Date:

6. Previous Events	
Have you or the group represented in this application, previously held events on campus?	Yes      No <i>If No, please go to Section 7</i>
Has there been any incidence of disorderly conduct, alcohol misuse or other disturbance?	Yes      No
Has there been any incidence of conflict in relation to damage or cleaning of the area after the event?	Yes      No <i>If Yes, please provide details:</i>

7. Advertising and Ticket Sales / Door Entry			
Is the function being advertised or promoted?		Yes	No
How is the event/function being advertised? Please attach copies of advertisements, eg. Flyers, tickets etc.	Invitation	Internet	Flyers      Email
Are pre-purchased tickets available?		Yes	No
Does the door entry charge include complimentary alcoholic drinks?		Yes	No
Does the door entry charge include complimentary non-alcoholic drinks?		Yes	No

8. Provision of Food and Non Alcoholic Beverages	
Is food being provided?	Yes      No
If Yes, what type?	
Is there a charge?	Yes      No
Are there non-alcoholic beverages?	Yes      No
Is there a charge?	Yes      No
<b><i>All catering is to be organised by the client. This includes the provision of all food and drinks, including water. A list of on campus catering providers can be supplied on request.</i></b>	



<b>9. Responsible Server Practices for Events Involving Alcohol</b>	
Will alcohol be sold or supplied at this event?	Yes                  No <i>If No, please go to Section 12</i>
	Complimentary          Direct to customer
	Part of entry / cover charge
	Part of club membership contributions
	Sealed                  Unsealed
How will alcohol be accessed?	Self Serve          Served by Function Staff
Will self service of alcohol be available to all patrons?	Yes                  No
Have the persons who will be serving alcohol had any training or experience in the responsible service of alcohol?	Yes                  No <i>If Yes, state type of training and/or relevant experience:</i>
How many bar staff will be serving alcohol during the event/function?	
Where will alcohol be served?	Bar                  Table
What will alcohol be served in?	Cans                  Bottles Glasses                  Disposable cups PET Plastic Bottle
Have any considerations been given to possibly enhance the success and safety of the function?	
First Aid area?	
Free soft drink for skipper?	
Transport?	
Will alcohol be BYO at this event?	Yes                  No

<b>10. Proof of Age for Events Involving Alcohol</b>	
<b>The following documents are the only acceptable forms of identification under the Act:</b> <b>A current Australian Driver's Licence with a photograph</b> <b>A current passport</b> <b>A Proof of Age Card issued under section 18B of the Liquor Licensing Regulations 1989</b>	
What controls are put in place to ensure proof of age is obtained at functions involving alcohol?	
Approximately <b>how many</b> attendees will be in the following age brackets?	Under 18 _____ 18 to 21 _____ 22 to 30 _____ 31 to 40 _____ 41 and over _____

<b>11. Area Boundaries for Events Including Alcohol</b>	
Signs clearly indicating the function area boundaries must be displayed	Yes                  No



**Property, Development and Commercial Services Office**

**Approved:**

**Date:**

12. Attendance and Security	
Estimated Attendance: _____	Have the Police been informed:                      Yes                      No
Will there be Licensed Crowd Controllers in attendance?	Yes                      No

Number of Attendees	GUIDE TO MINIMUM NUMBER OF CROWD CONTROLLERS REQUIRED
01-75	To be assessed
75 - 150	2
150 - 225	3
225 - 300	4
300 - 375	5
450 +	1 controller per 75 attendees
<i>Please supply details of the company that is providing the Licensed Crowd Controllers. The Crowd Control Officer must contact Murdoch University Security Officer prior to the event to discuss Security arrangements for the event.</i>	Company Name:
	Company Licence:
	Company Phone:

13. Public Liability	
The organiser of any event/function utilising the service of an <b>off campus</b> provider for the function, is required to attain a copy of the service providers' public liability insurance	
Name of the service provider	
Address of the service provider	
Nature of the service being provided	
Copy of Public Liability Insurance attached	Yes                      No

Acknowledgement of Murdoch University Venue Hire	
<i>I confirm that I have read and understand the terms and conditions of the Murdoch University Venue Hire and do hereby agree to abide by the said terms and conditions. I also confirm that as the organiser of the function/event, I take on all liability and responsibility for the conduct of the function/event.</i>	
Name:	Signature:
Date:	

**All clients should confirm the exact equipment and furniture standard in each venue with Space and Timetabling. Please note that is the responsibility of the client to provide any loose stationary items such as whiteboard markers, flip charts, paper, pens etc. Please advise Space and Timetabling if your function/event will require cleaning staff.**

**Space and Timetabling Office**  
[roombook@murdoch.edu.au](mailto:roombook@murdoch.edu.au)  
 Phone: 9360 7564 or 9360 7810