



CLUB EVENT REQUEST FORM

CLUB AND EVENT DETAILS	
CLUB NAME <small>If a joint club event, list all clubs</small>	
EVENT TITLE	
PURPOSE OF EVENT	
AUDIENCE	<input type="checkbox"/> OPEN TO ALL <input type="checkbox"/> CLUB MEMBERS ONLY
DATE	
START TIME	
END TIME	
IS THIS EVENT ON CAMPUS OR OFF?	<input type="checkbox"/> ON CAMPUS <input type="checkbox"/> OFF CAMPUS

VENUE, COST AND OTHER DETAILS	
MAXIMUM NUMBERS	MINIMUM NUMBERS TO RUN EVENT
ROOM/VENUE/LOCATION	
DEPOSIT REQUIRED	
BALANCE DUE	
ROOM BOOKING FORM or VENUE AGREEMENT SUBMITTED?	<input type="checkbox"/> YES (IF APPLICABLE)
WHAT'S INCLUDED?	
WHAT'S NOT INCLUDED?	
ADDITIONAL INFORMATION	

TICKET PRICES - Events must have a price differential for DUSA and Non DUSA members of 30-50%	
CLUB MEMBERS	
DUSA MEMBERS	
ALL OTHERS	
HOW WILL YOU BE SELLING TICKETS?	

EVENT PROMOTION	
HOW WILL THE EVENT BE PROMOTED?	
HAVE YOU PROVIDED A POSTER?	
CAN DUSA ASSIST WITH YOUR EVENT IN ANY WAY? <small>ie Promotion via Social Media, borrow equipment, additional support</small>	

EVENT MANAGER / CLUB CONTACT PERSON	
CONTACT NAME	
EMAIL	



CLUB EVENT REQUEST FORM

ALCOHOL

Will there be the consumption of alcohol at your event?

- YES (You must complete the Alcohol section of the *DUSA Risk Assessment* and answer the questions below)
- NO (Proceed to Food)

If Yes event must take place within a licensed venue

Venue: _____

- How will alcohol be provided? Subsidised bar tab (Clubs may subsidise drinks by up to 50% the full price)
- Drink cards (please advise how many drinks per person _____)
- Food & beverage package for set duration (provide catering contract for approval)
- Participants responsible for purchase of own alcohol

FOOD

Will food be served at your event?

- YES (Please answer questions below)
- NO (Proceed to External Providers)

If Yes is the club preparing and/or cooking food itself? YES NO

Yes: What food is being prepared/cooked? _____

You must complete the Food section of the *DUSA Risk Assessment*.

Are you charging or taking a donation for food cooked? YES NO

No: What catering/food is being provided? _____

How is providing catering/food? _____

Will the club have someone with a Safe Food Handlers Certificate at the event? YES NO

GUEST SPEAKERS OR EXTERNAL PROVIDERS

Is this event being held in conjunction with an external provider or organisation outside of Deakin, a club sponsor or a guest speaker?

YES - Please provide name of organisation and/or guest speaker:

NO

OTHER EVENT CONSIDERATIONS

Will this event involve an overnight stay or travel to a remote location?

YES (You must complete the Camp section of the *DUSA Risk Assessment*) NO

Does this event require any equipment such as tables, chairs, marquee, sound system or anything else to be set up?

Is there the potentially for extra waste requiring additional bins or cleaning if this event is on campus?

Are there any other specific requirements in relation to this event?

EVENT BUDGET

Expenses	Amount
Total Expenses:	

Event Income - Ticket Sales	Amount
Total Event Income - Ticket Sales:	

Event Income - Grants or Sponsorship	Amount
Total Event Income - Grants/Sponsorship:	

Total Event Profit (Income minus Expenses)	
---	--

Total Event Profit / Loss (Grants & Sponsorship Included)	
--	--

Club Grant

Are you using your T1 or T2/3 **Club Grant** for this event?

Yes *(Please compete and submit the **DUSA Club Grant form**)*

No

Payments

In order to be reimbursed for items purchased for this event tax receipts must be kept which show Company Name, ABN, GST Charge and description of goods. EFTPOS receipts will not be accepted.

To pay a supplier directly DUSA requires a Tax Invoice

Please ensure any cash from ticket sales is deposited into your club account at DUSA Reception ASAP