



## CLUB EVENT REQUEST FORM

| CLUB AND EVENT DETAILS - A minimum of 4 weeks' notice is required for all located events |   |
|--|---|
| 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   |   |
| EVENT START TIME   |   |
| EVENT FINISH 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 TO RUN EVENT                    |  | MINIMUM NUMBERS TO RUN EVENT |  |
| ROOM/VENUE NAME ADDRESS/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?                            |  |                              |  |
| KEY 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  |  |
| TICKETING PROVIDER AND WEB LINK:  |  |

| 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                               |  |



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### 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? \_\_\_\_\_

Who 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

[illegible]

| <b>Event Income - Ticket Sales</b>        | <b>Amount</b> |
|---|---------------|
|   |               |
| <b>Total Event Income - Ticket Sales:</b> |               |

| <b>Event Income - Grants or Sponsorship</b>     | <b>Amount</b> |
|---|---------------|
|   |               |
| <b>Total Event Income - Grants/Sponsorship:</b> |               |

|   |  |
|---|--|
| <b>Total Event Profit (Income minus Expenses)</b> |  |
|---|--|

|  |  |
|--|--|
| <b>Total Event Profit / Loss<br/>(Grants &amp; Sponsorship Included)</b> |  |
|--|--|

## Club Grant

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

- ☐ Yes (*Please complete 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