Event Management Plan - low risk events

Event Management Plan - Low Risk Event

Section 1 | Event Details

1.1   Event Details

Event name:

Event start date   End date:

Event start time: End time:

Event location: Venue name:

Venue type (stadium, hall, art gallery etc):   Venue capacity:

Set up time   Start: Finish:

Clean up time   Start: Finish:

1.2   Event Manager

Event Manager:

Address:

Telephone (Work):   (Home):   (Mobile):

Facsimile: Email:

Contact number during the event:

Other contacts for the event (please provide name and contact number).

1.3   Description of the Event

Describe the event? (What is the main purpose or attraction of the event?)

List details of the type of entertainment being provided?

1.4   Patron details

Who is the target audience?

Estimated total patron attendance?
Patron age details (estimate):

< 18	% of total audience	18 -25	% of total audience
25-29	% of total audience	30 -39	% of total audience
> 40	% of total audience		

Section 2 | General Considerations

2.1   Alcohol

Will alcohol be available at the event? Please note that you may be asked to complete the full
    Event Management Plan if your event is not deemed to be 'low risk'.

☐   No - Alcohol will not be served or consumed at the event;

☐   Yes - BYO alcohol will be allowed to be consumed at the event

☐   Yes - Alcohol will be sold or supplied at the event (Permit/Occasional License is required).

Has the event manager or any other event staff completed RSA training?   ☐ Yes   ☐ No
If yes please list:

Name (first, last)	Date completed	Provider (e.g. UWA Health Promotion Unit)

2.2   Public Liability

Have you investigated public liability and duty of care issues and obtained appropriate
    insurance?

☐   No

☐   Yes – Our Club is affiliated with the Guild and our normal events approved by the Guild
    are covered under the Guild's Insurance Policy

☐   Yes – Event is covered by the University's Insurance Policy

☐   Yes – Other:

2.3   Licenses & Permits

What are the health and safety permits required by the local council? I.e. Food permit (Contact
    your local council for more information).

Has a permit been granted to use the venue?   ☐ Yes   ☐ No
List any other permits/ approvals required or obtained for this event:

Section 3 | Consultation with Key Stakeholders

3.1   Consultation Register

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

Stakeholder	Contact Name	Telephone
E.g. Security and Parking	Garry Jones	6488 3020

Section 4 | Planning for the Event

4.1 Selection of a venue

In what way will access to the site need to be modified for the duration of the event? (e.g. road closures)

4.2 Event Promotion & Ticketing

What is the focus or purpose of the event? (e.g. family fun, sporting contest, musical entertainment).

How is this explained in the promotion and publicity for the event?

Where is the event to be publicised and promoted? (e.g. radio, posters, print media).

4.3 Food

What types of food will be available? (e.g. fast food, snacks, meals)   ☐ N/A

4.4 Smoking (Please note UWA will be smoke free from January 1, 2012)

Will smoking be permitted in any areas?   ☐ Yes   ☐ No
Will signage be used to clearly indicate areas where smoking is not permitted?
                                                           ☐ Yes   ☐ No

4.5 Waste

Number of Toilets: Male: WC's_____ Meters of Urinal:_____
                      Female: WC's: _____
Do you have sufficient bins to facilitate the amount of rubbish your event will make?
                                                           ☐ Yes   ☐ No
What bins will you be using?

Section 5 | Compile a File

5.1 Keeping Documents and Information

Has a filing system been established?   ☐ Yes   ☐ No
Who is responsible for maintaining the file?

Section 6 | Event Audits

6.1 Event Audits

Events may be audited by UWA to ensure they comply with relevant University policies and state legislations.

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: Date:

This form must be submitted at least
   a.) 7 Days Prior to an event; or
   b.) 1 month prior to any major events or any events requiring an Occasional Liquor Licence

This form must be submitted to
   a.) The respective venue manager you are seeking permission from, **and**
The Associate Director of Security and Parking (Phone: 6488 1205, Fax 6488 1144 or scan and email garry.jones@uwa.edu.au

Consumption of alcohol on campus guidelines are located at: http://www.fm.uwa.edu.au/about/policies/consumption_of_liquor_on_campus

Guidelines for completing an Event Management Plan

Section 1 | Event Details

1.1   Event Details

It is important to provide clear and accurate information about the event. The nature of the event should indicate whether the venue is outdoors or indoors, a hall or stadium, in parklands, at a river, beach or other venue. It is valuable to note whether there is a combination of sites, e.g. both indoors and outdoor, as this can have a bearing on the capacity of the event as well as crowd movement within the event. Before an event there is generally time required to set up and afterwards time required to return the venue to the original condition. Ensure the event manager knows how much time is required.

1.2   Event Manager

The event manager is the person responsible for the overall organisation of the event, information about the event manager and contact details will need to be updated and accurate before, during and after the event. During the event it is essential that the event manager can be contacted at all times by staff and other stakeholders.

1.3   Description of the Event

When providing a description of the event ensure that as many details as possible are included so that anyone reading this will be able to easily understand the nature of the event. Provide a brief outline of the attractions.

1.4   Patron details

The target audience is the main group of people expected to attend the event, e.g. families, singles, under 18s, senior citizens, 18-25 year-olds etc. In most major public events the actual numbers and demographics of the crowd will not be known in detail in advance. It is, however, worthwhile estimating the total numbers predicted to attend and indicate the major age group expected to attend. This should reflect the target group of the event.

Section 2 | General Considerations

2.1   Alcohol

If alcohol is to be sold or supplied at the event, prior approval from the Department of Racing, Gaming & Liquor will be required and you must complete a full Event Management Plan (not this form).

2.2   Public Liability

There is increasing government and community awareness of the legal responsibilities of event managers, specifically in relation to duty of care, negligence and workplace health and safety issues. No-one wants to be personally liable for any incidents which occur at an event. It is therefore recommended that event managers obtain comprehensive insurance coverage and legal advice in relation to possible public liability, indemnity, volunteers, copyright and

contractual claims. A detailed 'Register of Incidents' and subsequent actions must be used to record incidents that occur before, during and after the event which will be invaluable if legal action is taken against the event organisers or the event manager. Insurance cover should also be arranged for property and equipment. Such asset protection is essential for the event manager. For more information on insurance and public liability please visit http://rm.uwa.edu.au/insurance.

2.3   Licenses & Permits

A major public event must meet a variety of requirements set by local councils and government departments. It is important to contact the Council or Department well in advance as there will be a lead time to lodge applications for licenses and permits. A copy of this Event Management Plan should accompany any applications. Consultations with stakeholders in the planning process will assist in determining the types of permits which are required for the event. Fire safety permits, food vendor permits, parade permits, firework permits and road closure permits must all be sought through relevant bodies.

Section 3 | Consultation with Key Stakeholders

3.1   Consultation Register

It is essential that events are developed and reviewed in consultation with identified key stakeholders. These key people need to be contacted about the event well in advance; this allows sufficient time for organisations to provide advice and to process any permits which may be required. Other key people who may be affected by the event, either positively or negatively, will appreciate the contact with event organisers and will often be more cooperative and supportive if involved during the initial planning stage.

Section 4 | Planning for the Event

4.1   Selection of a venue

The selection and design of the venue will have a significant impact on all components of event planning and on the overall safety and success of the event, in the selection of a venue consider the following:

- Services and utilities available on site;
- Access to site for patrons;
- Crowd regulation and overspill areas;
- Hazards in and around the event;
- Provision for people with disabilities;

- Movement of people within the site;
- Traffic flow/parking;
- Access to site for emergency vehicles;
- Potential impact on the local environment;
- Restricted areas (e.g. alcohol free and smoke free)

4.2   Event Promotion & Ticketing

Event promotion can set the expected tone of the event before patrons arrive at the venue. A clear and well sequenced promotion and media strategy can significantly influence the expectations and subsequent behaviour of patrons. Pre-event messages should clarify the focus of the event, the restrictions on the provision and consumption of alcohol, safe drinking practices, availability of food, entertainment and transport.

4.3   Food

The availability of a range of outlets for high-quality, affordable and accessible food can enhance patron comfort, reduce effects of alcohol consumption and increase event revenue. Having a variety of food options is particularly important in or near 'wet' areas to encourage patrons to eat. This will also reduce the need for patrons to move through other areas to buy food thus avoiding possible disruptions in 'dry' or family areas. Food vendors will be required to meet council health standards.

4.4   Smoking

Please note UWA will be smoke free from January 1, 2012. For more information please read the UWA smoking policy at http://www.safety.uwa.edu.au/policies/smoking.

4.5   Waste

If existing toilets are judged to be inadequate, additional portable units must be made available. Toilet locations should be:

◆ well marked   ◆conveniently placed to allow service vehicles access to the toilets

◆ well lit (including pump-out area) if night use is required ◆ serviced on a 24-hour basis during the event.

Other considerations for toilets are:

◆ toilets for people with disabilities   ◆ the supply of condoms at some events

◆ the safe disposal of sharps in containers away from the reach of children ◆ the duration of the event

◆ the type of crowd   ◆ whether alcohol will be consumed.

*Remember to mark the location of toilets on the site plan.

UWA Grounds can hire bins for events. Please see the Facilities Management website for more information or to complete a booking form http://www.fm.uwa.edu.au/.

Section 5 | Compile a File

5.1   Keeping Documents and Information

There are many important documents which must be kept for legal and insurance purposes. The event manager must take responsibility for this and ensure the records are in good order and readily available. There are a number of benefits of maintaining a structured filing system, firstly, to endure that all approvals and permits/licenses have been granted and to keep the details of the conditions of the permits/licenses at hand for easy reference. Secondly, to maintain copies of insurance documents in case of a claim. Documents will be required in the event of a complaint or a court case. Compiling a file will demonstrate that the event manager has been prepared and organised before the event and this could assist in any lawsuit brought against the event manager or organising committee. There are also obvious benefits for future planning in keeping a record. Any subsequent events will be easier to plan if there are records and examples of documents to be used as a starting point.

Section 6 | Event Audits

6.1   Event Audits

Events may be audited by UWA to ensure they comply with relevant University policies and state legislations.

Disclaimer

The material in this booklet does not constitute legal advice or purport to interpret any part of legislation. The University of Western Australia has endeavored to ensure that the information contained herein is correct at the time of publication and accepts no responsibility or liability in respect to the said information.