**Event Registration & Safety Form**

**LTU Clubs Program**

This form needs to be completed for all events and activities run by LTU Clubs. You should aim to give the Clubs Team the following notice for your events:

* Low risk, low-cost events: At least two weeks’ notice
* High risk events and/or activity that requires additional funding (such as grants): At least four weeks’ notice

**If you need any help with filling this in, just contact us at** [**clubs@latrobe.edu.au**](mailto:clubs@latrobe.edu.au)**.**

**1. Club details**

|  |  |
| --- | --- |
| **Club name:** |  |
| **Club email address:** |  |
| **Club contact for this event or activity:** |  |
| **Student email address for Club Contact:** |  |
| **Phone number for Club Contact:** |  |

**2. Event details**

|  |  |
| --- | --- |
| **Event / Activity title:** |  |
| **Event type:** |  |
| **Event Date(s):** |  |
| **Event Start & End Time:** |  |
| **Brief Event Description:** |  |
| **Expected attendance (approx):** |  |
| **Is this event affiliated with any other groups or associations?** |  |
| **Would you like the event to feature in MyLaTrobe? This can either be used to promote your event ahead of time, or showcase it afterwards** |  |

**3. Finances**

|  |  |
| --- | --- |
| **Approx event income ($)** |  |
| **Approx event expenditure ($)** |  |
| **Expected result ($)** |  |

**Expected income**

|  |  |
| --- | --- |
| **LTU WBS Funding to be used** |  |
| **LTU Grant Funding requested** |  |
| **Ticketing Income** |  |
| **Other Income** *[Please provide details]* |  |

**Expected expenditure**

|  |  |
| --- | --- |
| **Please outline your expected expenditure items and approx cost?** |  |
| **Are you applying for LTU Grant Funding? If so, include details of how much you’d like to apply for and what expenditure items it will go towards** |  |

**4. Location & Room Bookings**

|  |  |
| --- | --- |
| **Is the event being held at an LTU location?** | YES / NO |
| **If no, where will your event be held?** |  |
| **If yes:** |  |
| **Which campus will your event be located at?** |  |
| **If you require us to book a venue on your behalf, please detail your preferred room/location/room requirements here:** |  |
| **What times do you require the booking for (including Set Up and Pack Down)?** |  |

**5. Risk Assessment**

**Please read each potential risk description below and indicate whether it is applicable to your event. There are specific requirements relating to aspects of these that the Clubs Team will follow up with you about.**

|  |  |
| --- | --- |
| **Is this a public event (open to audiences outside of La Trobe)?** | YES/NO |
| **Will there be under 18s attending this event?** | YES/NO |
| **Will alcohol be served at this event?** | YES/NO |
| **Will food be served at this event?** | YES/NO |
| **Will any external speakers be participating in this event?** | YES/NO |
| **Will any external guests be in the audience for this event?** | YES/NO |
| **Will there be any VIPs in attendance at this event?** | YES/NO |
| **Are there any hazards associated with the event environment/location?** | YES/NO |
| **Are any temporary structures required for the event?** | YES/NO |
| **Will this event have any impact on teaching or research?** | YES/NO |
| **Will this event have any impact on campus operations?** | YES/NO |
| **Are you using any external hire companies for this event?** | YES/NO |
| **Will any additional PPE or specialist equipment be required in order to safely execute this event?** | YES/NO |
| **Are there any security concerns relating to any speakers, topic or content, or planned protests?** | YES/NO |
| **Will there be any external first aid services on site?** | YES/NO |
| **Are any fire services, including fire isolations required?** | YES/NO |

|  |
| --- |
| **What hazards and risks are you aware of in relation to your activity?** |
|  |
| **How do you intend to mitigate the above risks?** |
|  |
| **What is your contingency/response plan if any accidents or issues occur?** |
|  |