| **Form** **179 Event Application Form** | | | | | | |
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| Name of Club/Society: | |  | | | | |
| **Event Organiser:** | | | | | | |
| Name: | |  | | | | |
| Email Address: | |  | | | | |
| Mobile Phone number: | |  | | | | |
| JCU Student Number: | |  | | | | |
| Position in the Club/Society: | |  | | | | |
| Will you be at this event for its duration? | | | | Yes  No | | |
| **About the Event:** | | | | | | |
| Title of Event: | |  | | | | |
| Purpose of the Event: | |  | | | | |
| Tell us about the Event: | |  | | | | |
| Date of the event |  | | Expected number |  | | |
| Start time |  | | Finish time |  | | |
| Location of Event: | |  | | | | |
| If on campus – have you emailed clubs and societies Form 194 Room Booking Form?  Note: - a **minimum of 1 weeks’ notice** is required by JCU for a room booking:  Yes (Date of email)\_ \_\_\_\_\_\_\_\_\_\_  No | | | | | | |
| Will an entry fee be charged for this event? | | | | | Yes  No | |
| Will food or non-alcoholic beverages be sold at the event? | | | | | Yes  No | |
| Is the event location accessible to all? | | | | | Yes  No | |
| Would you like JCUSA to market this activity via Facebook and/or Digital Media Screen (if available)? | | | | | Yes  No | |
| Would you like JCUSA to add this event to the Clubs and Societies Events calendar on the JCUSA website? | | | | | Yes  No | |
| Has a mandatory Risk Assessment for this event using [**Form 120**](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/) Club/Society WHS Risk Assessment b | | | | | Yes  No | |
| Does this event:   1. Have alcohol present? 2. Involve overnight accommodation? 3. Have factors that could make the event a high risk event for sexual misconduct?   **\*Any Yes** response requires [**Form 395 Clubs and Societies Sexual Misconduct Risk Assessment**](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/) to also be completed and supplied. | | | | | ☐ Yes\* ☐ No  Yes\*  No  Yes\*  No | |
| Will you be applying online to use any [JCUSA equipment](https://www.jcusa.edu.au/clubs/clubs-and-societies-equipment-loans/), e.g. BBQ, games? | | | | | Yes  No | |
| Will you be bringing animals onto a JCU Campus?  Yes – Complete additional questions below  No  I have read [JCU’s Pets on Campus Policy and Procedures document](https://www.jcu.edu.au/policy/estate-and-facility-management/pets-on-campus) | | | | | | |
| **Other event information** | | | | | | |
| Is this event a ball/gala? ☐ Yes ☐ No  If Yes, is the ball/gala being held on or off campus? ☐ On campus ☐ Off campus | | | | | | |
| Will you be using a JCUSA BBQ at this event?  Yes  No  If yes, ensure BBQ training is completed with your JCUSA Campus Officer/Councilor using [**Form 062** Training Record BBQs and Gas Leaks](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/)  This form is located under Training at <https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/>  List the members names who will be transporting and using the BBQ as the training records will need to be checked by JCUSA:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Will there be swimming or other water based activities?  No  Yes – This is a high risk event and additional forms are required for a water based event:  [**Form 121** Water Activities Declaration Form](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/); and [**Form 122** Water Activities Checklist.](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/) | | | | | | |
| Will you any member be preparing, making, handling, storing, defrosting, cooking or serving any food/s? (This includes all food {e.g. sausage sizzles, pizza, bake sale items} with the exception of commercially packaged food such as individually wrapped items like chips, muesli bars etc.)  If yes, then safe food handling training is required. Have all members handling food complete [**Form 060** Safe Food Handling](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/) and have provided their certificates of completion to: Townsville: [clubsandsocieties.tsv@lists.jcu.edu.au](mailto:clubsandsocieties.tsv@lists.jcu.edu.au) or Cairns: clubsandsocieties.cns@lists.jcu.edu.au  List the members names as the training records that have been provided will need to be checked by the Campus Officer:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Will any special meals at the event (e.g. vegetarian, gluten free, etc.) be clearly labelled and easily accessible? | | | | | | Yes  No |
| Will there be manual handling at this event?  If yes, then [**Form 104** Training Record Hazardous Manual Handling Tasks](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/) is to be completed by all Club/society members who will be lifting and submitted with this application form.  This form is located under Training at <https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/> | | | | | | ☐ Yes  ☐ No |
| **Disclaimer:**  The Club/Society named on this form and I as an authorised person to apply for an event on behalf of the Club/Society, accept full responsibility for the event being applied for and for activities that occur during the event.  The Club/Society understands that they have a duty of care to members and others and will not endanger, or potentially endanger the safety or health of others.  The Club/Society understands that they are required to monitor the behavior of all individuals in attendance during the event and to act accordingly.  The Club/Society understands that they cannot hold this event without full completion of this Event Application Form and without approval by a Campus Officer, JCUSA Councilor or the JCUSA General Manager.  In accepting this responsibility, the Club/Society will assure that all applicable JCUSA and JCU policies and procedures as well as federal, state, and local laws and any public health directions are observed and/or enforced, including:  JCUSA Policy POL048 Clubs and Societies Policy;  JCUSA document DOC007 Code of Conduct for Clubs and Societies;  JCUSA document DOC019 Legislation; and  JCU Policy Student Code of Conduct.  I can confirm that the following forms and training has been completed by the required members and evidence of this has been supplied to the Campus Officer:  Form 060 Safe Food Handling;  Form 062 Training Record BBQs and Gas Leak;  Form 104 Training Record Hazardous Manual Tasks;  Form 120 Club/Society WHS Risk Assessment;  Form 395 Clubs and Societies Sexual Misconduct Risk Assessment  **As the authorised person of the Club/Society named on this form I have read, interpreted and understand and agree to the above.** | | | | | | |