



Monash Sport will be the centre of the active lifestyles for Monash University students and staff

MONASH SPORT 'ON CAMPUS' AFTER HOURS FUNCTION REQUEST

EVENT INFORMATION

Date: ____/____/____ Venue: _____

Function description: _____

Function commencing: ____:____ am / pm

Function concluding: ____:____ am / pm (Must not be later than 12.00am)

Anticipated lock up time: ____:____ am / pm

- Anticipated numbers at the function ____ (100+ requires a security guard for the duration of the function)
- Monash University Staff Member/s attending
(Monash Staff members attending the function enhances the potential for approval)

Name: _____ Name: _____

Name: _____ Name: _____

EVENT RESPONSIBILITIES

- This function has been discussed and approved by the Club's Committee.
- Is Alcohol being served?
 - Appropriate Liquor Licence obtained for the venue
 - Copy of Liquor Licence has been submitted to Monash Sport
 - A certified RSA (Responsible Serving of Alcohol) member will be present
- The behaviour of all participants will be appropriate at all times
- An appropriate noise level will be maintained at all times.
- The facility will be tidied at the conclusion of the event.
- The facility will be locked at the conclusion of the event.
- The key will be returned to Monash Sport by 10.00am the next day.
- Any incidents that occur during the function must be reported to your Monash Sport Rep the next day.
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CLUB SIGN OFF

Name: _____ Position: _____ Mobile: _____

Signature: _____ Date: ____/____/____

MONASH SPORT SIGN OFF

Name: _____ Signature: _____

- Monash Sport Site Manager notified.
- Monash Sport Service Desk notified.
- Monash University Security notified.