



Event Notification Form - Manawatu Campus

Please Note: An event notification form must be completed by the event organiser for all events occurring on campus four weeks prior to the event start date. Applications must be processed through an appropriate Massey University event organiser for approval from the Office of the Deputy Vice Chancellor.

Name of Event: _____

Event Date(s): _____ **Number of attendees:** _____

Duration: _____ (Days/Hrs) **Start:** _____ am/pm **End:** _____ am/pm

Venue/Location: _____

Contingency Venue: _____ (In case of wet weather)

Event Description: _____

Section 1: Event Organisation

Individual/Group/Organising Event: _____

Contact Person: _____ **Position:** _____

Phone: _____ **Mobile:** _____

Fax: _____ **Email:** _____

1.1 Does the event involve the sale or distribution of tickets on campus?

YES NO Door Sales Only (If yes, state where tickets will be sold or distributed)

1.2 Are external supplier(s)/contractor(s) supplying goods/services?

YES (If YES, please advise details) NO

1.3 Are the contractor(s)/supplier(s) approved by Massey University?

YES NO UNSURE

(If unsure, please contact RFM (06) 350 5888, email rfmhelpdesk@massey.ac.nz)

Section 2: Alcohol & Food

2.1 Will alcohol be served/sold at the event?

YES NO *(If yes, please provide details of supply/service)*

2.2 Is a Liquor Permit required?

YES NO *(If NO, please call (06) 350 5030)*

(Spotless, Wharerata & MUSA are approved licencees on campus. All other service or supply will require a Liquor Permit, available from the Regional Registrar, Student Life).

2.3 Will food and/or non-alcoholic beverages be served or sold?

YES NO *(If yes, read the attached guidelines)*

Section 3: Security & Parking

3.1 Have campus security been notified of the event?

YES NO

3.2 Does the event require security staff to be in attendance?

YES NO

3.3 Does the event require parking and/or traffic management plan?

YES NO

3.4 Has a hazard control plan been completed/supplied for the event?

YES NO *(Refer Section 4 for hazard control form)*

3.5 Does the event require directional signage?

YES NO

(If yes, provide details of sign locations and who will supply signage)

3.6 Will the event have VIP's, visiting dignitaries or media in attendance?

(ie. Diplomats, MP's, religious leaders, royalty or media personalities, kaumatua etc.)

YES NO *(If YES, please state name(s) and status)*

Section 4: Hazard Control Plan for: _____ *(Name of event)*

(IMPORTANT: All event organisers must complete this section)

Please complete this Hazard Control Plan for your event. If you have any queries regarding this section please contact: Brian Best (Health & Safety Advisor) on Extn. 2946 or email: b.c.a.best@massey.ac.nz

Activity	Hazard	Hazard Control/Management	Emergency Planning

Section 5: Contacts

Massey University Event Management Contacts

Listed below are useful contacts for Massey University staff involved in the event and/or venue management areas:

Name/Title	Phone	Email
Anna Hamilton Event Manager	(06) 350 5872	a.l.hamilton@massey.ac.nz
MUSA Events Co-ordinator	(06) 350 4510	events@musa.org.nz
Claire Lawless Wharerata Function Centre	(06) 350 5088	c.e.lawless@massey.ac.nz
Sarah Siebert Conference Manager	(06) 350 5117	s.m.siebert@massey.ac.nz
Mella Chand Campus Living	(06) 350 5056	m.chand@massey.ac.nz
Terry Rivers Sport & Recreation Services	(06) 350 5925	t.rivers@massey.ac.nz
Michelle Pearce Sport & Rugby Institute	(06) 350 5852	m.a.pearce@massey.ac.nz
Ken McEwen Regional Facilities Management	(06) 350 2221	k.r.mcewen@massey.ac.nz
Phil Taylor Security	(06) 350 5030	p.r.taylor@massey.ac.nz b.c.a.best@massey.ac.nz
Brian Best Health & Safety Advisor	(06) 356 9099 extn 2946	
James Gardiner Communications Director	(06) 350 5255	j.c.gardiner@massey.ac.nz
Clubs and Activities Co-ordinator	(06) 356 9099 Extn 4312	g.lindegren@massey.ac.nz

EMERGENCY CONTACTS

Listed below are emergency contact details that you must have at your event:

Massey Security	(06) 350 5030	(Seven day/24 hour service)
Campus Constable	(06) 350 5042	(Seven day/24 hour service)
Massey Medical Centre	(06) 350 5533	(Monday-Friday, 8.30 am – 5.45 pm)
After Hours City Doctors	(06) 355 3300	
Police/Fire/Ambulance	1-1-1	(includes cell phone calls)*

If you make a 111 call, please advise you are calling from the Turitea or Hokowhitu (which ever is applicable) campus of Massey University, Palmerston North. Massey University also has campuses in Auckland and Wellington. Please notify Campus Security as soon as you have contacted the emergency services.

Section 6: Event Notification (Office Use Only)

Authorised Massey University Event Organiser to indicate that following have been advised of the event:

- Massey Security Health & Safety Advisor DVC Office *(If appropriate)*

Appendix 1: Example Hazard Control Plan (IMPORTANT: All event organisers must complete the Hazard Control Plan section)

Please refer to this example of how to fill out a Hazard Control Plan for your event.

If you have any queries regarding this section please contact: **Brian Best (Health & Safety Advisor) Extn 2946** or email: b.c.a.best@massey.ac.nz.

Activity	Hazard	Hazard Control/Management	Emergency Planning
<p>Example 1:</p> <p>Sausage Sizzle on Concourse</p>	<p><i>Food poisoning from poor food hygiene/handling</i></p> <p><i>Burns from BBQ operation</i></p> <p><i>BBQ Fire/gas leak</i></p>	<p><i>Follow MU guidelines, use gloves for food handling, separate person handling money</i></p> <p><i>First-Aid kit on hand</i></p> <p><i>Ensure BBQ's clean, serviced & gas bottle filled by approved supplier, fire fighting equipment on hand</i></p>	<p><i>Have medical contact numbers on hand</i></p> <p><i>Notify health & Safety Advisor</i></p> <p><i>If appropriate notify Public Affairs</i></p> <p><i>Have Medical Contact Information on hand</i></p> <p><i>Contact Massey Medical & Health & Safety Advisor</i></p> <p><i>Have Fire Brigade & Fire Safety Officer contact numbers on hand</i></p> <p><i>Call 1-1-1 and ask for Fire Brigade</i></p>
<p>Example 2:</p> <p>Summer Shakespeare</p>	<p>Pre –show <i>Audience Control</i></p> <p>During-show <i>Fire</i></p> <p>Post-show <i>Lighting</i></p> <p>General <i>Scaffolding</i></p> <p><i>Electricity</i></p> <p><i>Alcohol</i></p>	<p><i>Actors to Inform, guide, take donations, usher audience to seats</i></p> <p><i>Effects Manager control refuel station backstage</i></p> <p><i>Crew on-hand to assist performers</i></p> <p><i>MSDS sheets in folder at the command tent, Appropriate fire extinguishers on hand</i></p> <p><i>Walkways lit by torch bearers, street lighting on Palm Drive</i></p> <p><i>MU approved Scaffolding contractor, daily safety checks</i></p> <p><i>Warning signs and ropes to deter access</i></p> <p><i>Outlet professionally tested by MU approved contractor</i></p> <p><i>Permitted - obtained approved MU liquor permit</i></p> <p><i>Security staff on-hand</i></p>	<p><i>Call Massey Security to assist</i></p> <p><i>Have Fire Brigade & Fire Safety Officer contact numbers on hand</i></p> <p><i>Call 1-1-1 and ask for Fire Brigade</i></p> <p><i>Contact Massey Security for assistance</i></p> <p><i>Have medical contact numbers on hand</i></p> <p><i>Notify Health & Safety Advisor</i></p> <p><i>If appropriate notify Public Affairs</i></p> <p><i>Call 1-1-1 and ask for Ambulance</i></p> <p><i>Contact Massey Security for assistance</i></p>