****

**CAMPUS SERVICES REQUEST FORM 2019**

**SUPPORT FOR EVENTS**

**PLEASE COMPLETE THIS REQUEST FORM AND EMAIL** [**fremantle.cseventsupport@nd.edu.au**](mailto:fremantle.cseventsupport@nd.edu.au)

**For Audio Visual Requirements email** [**fremantle.IT@nd.edu.au**](mailto:fremantle.IT@nd.edu.au)

**FOR CATERING EQUIPMENT EMAIL** [**Fremantle.cateringequipment@nd.edu.au**](file:///C:\Users\208742\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\B6TKU2H4\Fremantle.cateringequipment@nd.edu.au)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **VENUE AND EVENT DETAILS:** | | | | | | |
| Venue/s Booked: |  | | CELCAT Reference Nos**:** | | | |
| Name & Date of Event: |  | | | | | |
| Set up Event Time: |  | | Pack Down Finish: | | |  |
| Event Start Time: |  | | Event Finish | | |  |
| **CONTACT DETAILS:** | | | | | | |
| School/Office: |  | | | Extension No: | |  |
| UNDA Staff Contact: |  | | | Mobile: | |  |
| **CAMPUS SERVICES EQUIPMENT AND FURTHER INFORMATION:**  **Pick up Date / Time:** | | | | | | |
| Trestle Tables: |  | Additional Seating: | | |  | |
| Lectern: |  | Sign Stands: | | |  | |
| Whiteboard [mobile]: |  | Additional Rubbish Bins: | | |  | |
| Marquees: |  | Equipment collection: | | |  | |
| BBQ (if required please see below for further details): |  | Tape: | | |  | |
| Extension Cords: |  | After Hours / Weekend: | | |  | |
| Parking Required: |  | Parking on campus is only available after 5pm and on non-business days | | | | |
| **CATERING EQUIPMENT : Pick up Date / Time:** | | | | | | |
| Please list all equipment needed below and forward this email to Hospitality Officer  **Email:** [Fremantle.cateringequipment@nd.edu.au](mailto:Fremantle.cateringequipment@nd.edu.au)| **Phone:** 9433 0663 | **Available:** Monday to Friday 10.45am -2.15pm | **Location:** Old Fremantle Hotel- ND42 (Corner of Cliff and High Streets)  Large catering equipment orders can be collected by Campus Services (it is the Event Organisers responsibility to contact CS to confirm their assistance)- | | | | | | |

|  |  |
| --- | --- |
| **NUMBER** | **EQUIPMENT** |
|  | **BBQ Pack - $5** (this kit includes, utensils, cooking spray, cleaning wipes & equipment) |
|  | Catering pack (24cups & saucers, 24 teaspoons) |
|  | Small glass tumbler (Box 30) |
|  | Plastic platter – oval or rectangular |
|  | Wine glass (Box 24) |
|  | Champagne glass(Box 24) |
|  | All Purpose glass(Box 24) |
|  | Table Cloth |
|  | Lionhead bowl (for tea coffee etc.) |
|  | Urn and hotplate |
|  | Metal carafe |
|  | Glass carafe |
|  | Plastic jug |
|  | Waiters Tray |
|  | Bottle opener |
|  | Metal Tub |
|  | Black plastic tub |
|  | Silver wine cooler |
|  | Tea Towels / sponges / dishwashing liquid |
|  |  |

|  |
| --- |
| **ADDITIONAL INFORMATION TO NOTE:** |
| * **IT IS THE RESPONSIBILITY OF THE EVENT HOST TO SET-UP AND PACK-DOWN EVENTS. CAMPUS SERVICES WILL DELIVER EQUIPMENT ONLY - (unless otherwise specified and agreed upon).** * **The event organiser is responsible for restoring the venue to its condition prior to the event (i.e. clear,**   **clean and tidy).**   * **All catering equipment must be washed, covered and repacked ready for collection at the end of the event, and not left overnight. All bins must also be removed before departing.** * **Please permit time and staff post event for this clean up to occur when planning your event.** |
| **NOTES/COMMENTS:** |
|  |
|  |
|  |
|  |

|  |
| --- |
| **OPTIONAL**  **EVENT RUNNING SHEET: (INCLUDING CLEANING REQUIRMENTS)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name** | | | |
| **Event Date** | | | |
| **Date / Time** | **What** | **Where** | **Who** |
| *12.00pm* | *Collection / delivery of equipment* | *To ND4 Foyer* | *Campus Services* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |