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**CAMPUS SERVICES REQUEST FORM 2019**

**SUPPORT FOR EVENTS**

**PLEASE COMPLETE THIS REQUEST FORM AND EMAIL** **fremantle.cseventsupport@nd.edu.au**

**For Audio Visual Requirements email** **fremantle.IT@nd.edu.au**

**FOR CATERING EQUIPMENT EMAIL** [**Fremantle.cateringequipment@nd.edu.au**](file:///C%3A%5CUsers%5C208742%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CB6TKU2H4%5CFremantle.cateringequipment%40nd.edu.au)

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| **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| **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)- |

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| **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 |
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| **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.**
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| **NOTES/COMMENTS:**  |
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| **OPTIONAL****EVENT RUNNING SHEET: (INCLUDING CLEANING REQUIRMENTS)** |

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