



GUIDELINES

Events

Contact Officer:
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Events Director
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1 Purpose

The purpose of these Guidelines is to outline the Notre Dame Student Association's processes in regards to events held both on and off campus.

2 Definitions

For the purpose of this policy, the following definitions apply:

Events Team means the event organisers

NDSA means the Notre Dame Student Association

University means the University of Notre Dame Australia

3 Scope

- 3.1 These Guidelines apply to all events hosted by the Notre Dame Student Association.
- 3.2 When planning an event, consideration should be given to these Guidelines. Any departures from these Guidelines should be addressed at a General Committee Meeting.

4 Inclusive and Accessible Events

- 4.1 All students should feel welcome at all Notre Dame Student Association events, regardless of race, gender identity, sexuality, religion, political ideologies, physical or mental disability, or age.
- 4.2 All venues should be wheelchair accessible, and consideration should be given towards providing storage for students with disabilities' personal belongings.
- 4.3 The event should cater for the needs of people from a range of backgrounds (for example, catering food and beverage for religious and dietary requirements).

- 4.4 Where appropriate, the event should begin with an Acknowledgement of Country.
- 4.5 The event organisers should consider the Accessibility Checklist in Appendix A in planning the event.

5 The Role of the Responsible Person

- 5.1 Every event should have a Responsible Person, who is responsible for the running of the event and is the point of contact throughout the event. In most circumstances, this will be the Event Organiser.
- 5.2 The Responsible Person must attend the event from start to finish, and must not be impaired by alcohol during the event.
- 5.3 Where alcohol is included in the ticket price, the General Committee should consider a subsidized ticket for the Responsible Person.
- 5.4 The Responsible Person should be the main point of contact with any external agencies and venue staff.
- 5.5 If any General Council members identify any issues on the night, they should notify the Responsible Person immediately.

6 Briefing External Venues

- 6.1 The Responsible Person is responsible for briefing any external venue staff or external agencies involved in the event.
- 6.2 The Responsible Person must identify themselves as the point of contact throughout the night if any issues arise.
- 6.3 When briefing venue staff, it should be highlighted that the venue is fully responsible for implementing the Responsible Service of Alcohol, and it is their sole discretion to implement Responsible Service of Alcohol practices.
- 6.4 The Responsible Person should ascertain what the venue's processes are for intoxicated patrons, and how if a person is removed from the venue, they ensure that the person has safe transport home.
- 6.5 The Responsible Person should be informed of any incidents that occur during the night.

7 Alcohol

- 7.1 All licensed events hosted by the NDSA shall encourage the responsible sale and consumption of alcohol.
- 7.2 On all event information for events including alcohol, the description must include the following:
 - 7.2.1 18+
 - 7.2.2 Drink Responsibly
 - 7.2.3 Valid ID will be checked upon entry.
- 7.3 Responsible drinking practices should be encouraged, and there should be non-alcoholic beverages available at every event with alcohol.
- 7.4 It should be considered whether it is appropriate for an additional budget to be passed at the discretion of the Responsible Person or the Executive to ensure attendees are able to get home safe. This is to be used as a last resort, and the Executive must be notified as soon as possible if this occurs.

8 Refunds and Cancellations

- 8.1 Unless the NDSA Executive deems there is an extraordinary circumstance, no refunds will be given for any ticketed events.
- 8.2 If an event must be cancelled by the NDSA, the NDSA will provide a full refund to ticket-holders as soon as possible. The NDSA will not cover any associated costs with cancelling the event (for example, accommodation or dress hire).
- 8.3 Attendees will not be refunded if they are denied access or removed from the event by venue staff.

9 Councillor Attendance

- 9.1 NDSA Councillors are required to attend NDSA events, as per the Terms of Reference for all Councillors.
- 9.2 A Councillor may confidentially notify the Executive of circumstances which mean they are unable to afford to attend an event, and may request to be exempt from being required to attend.

9.3 It shall be within the discretion of the Council to decide whether the Events Team must purchase tickets or not.

9.3.1 The Events Team must submit a proposal to the Council outlining why they should not be required to purchase tickets for a particular event.

9.3.2 The Council must vote on the Events Team's proposal.

9.4 This Guideline shall be subject to review by the Treasurer at the end of each financial year to assess its practicality and viability.

10 Event Debriefs

10.1 All events should have a comprehensive Event Debrief at the next General Committee Meeting after the event.

10.2 A written debrief should also be presented. A suggested format for this debrief is found in Appendix B.

10.3 It is important that the event debrief covers (where applicable):

10.3.1 A summary of ticket sales, ticket availability, ticket price and any other relevant information regarding attendance;

10.3.2 A summary of the venue and the event planning timeline;

10.3.3 All event costs and suppliers, and whether this was perceived as valuable;

10.3.4 Any incidents that occurred on the night; and

10.3.5 Any recommendations about the future of the event.

10.4 Ideally, the event debrief should be collated throughout the process of planning the event as a planning document.

11 Other Policies

11.1 These Guidelines should be read in conjunction with the Student Drug and Alcohol Policy.

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