



EVENT AND EXHIBITION PROPOSAL FORM

Central Services

- This form applies to all proposals made by non-Library staff.
- This form must be completed for all proposed events or exhibitions to be held in the Library.
- Please digitally sign the completed form and return via email to admin.library@sydney.edu.au.
- Please note that a completed proposal form does not constitute an approval. The Library will provide formal written advice on whether the event has been approved or declined. If approved, the Library will be in contact to arrange a planning meeting.
- Please provide as much information as possible to facilitate the decision making and planning process. If you have any queries please contact admin.library@sydney.edu.au.
- Section 2: Terms and Conditions must be read and acknowledged before approval can be sought.
- Please mark sections with N/A if not applicable.

Section 1: Event and exhibitions: general information	
1. Applicant details	
Name:	
Email:	Contact number:
Or student ID	

2. Event or exhibition type	
Please tick the appropriate box:	
<input type="checkbox"/> Exhibition	<input type="checkbox"/> Seminar
<input type="checkbox"/> Workshop	<input type="checkbox"/> Conference
<input type="checkbox"/> Other:	<input type="checkbox"/> Symposium
	<input type="checkbox"/> Training

3. Event or exhibition title and proposed dates	
Title of the event/exhibition:	
.....	
Date:	Start time: End time:
Date:	Start time: End time:
Date:	Start time: End time:



4. Ticketing

Will attendees be required to purchase tickets for the event or exhibition? Yes
..... No

5. Campus

- Camperdown
- Darlington
- Cumberland
- Sydney Conservatorium of Music

6. Preferred location

- Fisher Library
- SciTech Library
- Health Sciences Library
- The Quarter (postgraduate coursework events only)
- Law Library
- Conservatorium Library

7. Event or exhibition description (max 150 words – Please provide details about your event or exhibition)

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8. Who is the expected audience and how many participants are expected?

- Library Staff / University staff (academic / professional)
- University of Sydney students
- Alumni
- Friends of the Library
- General public
- Others, please specify:

Expected attendee numbers:



9. Associated events (Please list **all** associated events such as launch events, demonstrations, webinars, panel discussions, etc.)

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Do you expect the same audience as for your main event? Yes No

If no, please specify:

10. Name all prospective speakers, presenters and VIPs attending the event.

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11. Catering

Will you be organising catering for any or all of your proposed events?

Yes No

What caterers are you using? *(Please note that only caterers holding a Gold License are allowed to operate on University of Sydney campuses.)*

Business name:.....

Business address:.....

Will alcohol be available to attendees?

Yes, alcohol will be served Yes, alcohol will be available for purchase No

If yes, what is the quantity of alcohol expected to be served or sold:

12. Noise impact

Do you anticipate noisy or loud sound levels? Yes No

Noise will be heard:



in the next room on the next level in the next building

13. Public Liability Insurance (not applicable for University of Sydney staff and students)

Do you hold Public Liability Insurance? Yes No

Policy number:.....Date of issue:

14. Exhibition scope and size:

Type of objects:

Pictures Free standing objects

Video installation

Other

If you have video installations, what are your electrical requirements?

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How much space will your exhibition need (estimate square metres)?

Section 2: Terms and Conditions / Roles and Responsibilities

The Library:

1. Event and exhibition spaces are not to be used for commercial or partisan political activities.
2. The exhibit of any work as well as any event planned is at the discretion of the University Librarian who retains the right to change, reschedule, close or cancel exhibits and events.
3. The Library accepts bookings for student events in the Fisher Library Seminar Room or Exhibition Space only in partnership with the Library.
4. The Library does not accept responsibility for the preservation, protection, or possible damage or theft of any item exhibited.
5. The Library and the University of Sydney do not endorse the beliefs or viewpoints of topics which may be the subject of an exhibit or theme of an event or views expressed by speakers of an event.
6. The Library provides hanging wires, ladder and spirit level where required.
7. The Library will work in partnership with the client to promote and market the event or exhibition.

The Client:

General:

8. Exhibitors are responsible for the organisation and costs associated with the planning, installation and demounting of their exhibits.
9. Storage space cannot be provided for packaging or other items associated with an exhibition.
10. The exhibition and/or event should be set up and prepared as expeditiously as practicable, without impeding access to and use of the Library.
11. The cost of rectifying any damage to Library facilities, including wall and floor surfaces, will be the responsibility of the exhibitor or event organiser
12. Textual and graphic materials accompanying an exhibit are to be articulate and displayed neatly and clearly.



- 13. Exhibitors are expected to maintain the complete exhibit and its good appearance throughout the agreed duration of the exhibit.
- 14. Exhibits which include creative works may not display prices or artist contact details but details may be included in handouts available at the exhibit.
- 15. Library staff members are not authorised to act as 'agents' for the sale of works displayed.
- 16. The client will notify the Library if s/he plans any additional events on Library premises at least two weeks prior to the events taking place. All additional events are subject to approval by the Library.

Tours:

- 17. The client may guide small groups of people (max 5) during information desk opening hours through exhibitions. It is a matter of courtesy to inform the Library of such tours prior to them taking place.
- 18. Any tours outside the information desk opening hours, or if the group size is greater than 5, are subject to prior approval by the Library. The Library must be informed at least 5 business days in advance.

WHS/Security:

- 19. Exhibitions and events, which involve audio or changes to the physical layout of Library space (including repainting of walls, erection of screens or changes to traffic patterns) must conform to Workplace Health and Safety requirements and require the written authorisation of the University Librarian before the exhibit or event proceeds.
- 20. A safe work procedure/method is required for any works to undertaken and or equipment used, for example (but not limited to) running of power cables, power tools and ladders.
- 21. In the event of an emergency follow the emergency announcement instructions and instructions from emergency wardens.
- 22. If First Aid is required go to or call the Library Information desk (number will be supplied), after hours, contact Campus security

Parking and access to the site:

- 23. The Library provides access to the Fisher loading dock where required.
- 24. The Library provides the client with trolleys to transport the art works to the location within the building
- 25. Cars may only park in the loading zone for the duration of loading and unloading. Should parking over a longer period be necessary, clients can use the car park underneath the Law School at their own costs.

DECLARATION

- I acknowledge that I have read, understood and will comply with Library and other University of Sydney policies and procedures, which apply to the proposed event or exhibition.
- I acknowledge that I have read and understood *Section 2: Terms and Conditions / Roles and Responsibilities* and will comply with all its provisions.
- The personal information collected on this form will be used by the Library of University of Sydney for the purpose of processing your application for an event or exhibition and for communicating with you about your proposal. The supply of information by you is voluntary, but if you do not provide the information requested, we may be unable to proceed with processing the application. You have the right to access and correct your personal information held by the University.

Contact: admin.library@sydney.edu.au for further information.

Name:

Signature: Date: DD/MONTH/YYYY



Section 3:

OFFICE USE ONLY

Date received Highest identified risk level:.....

Assessed and recommended for approval by (Name):..... Signature:

Approved by director (Name):.....Date of approval:

Signature: