

EVENT AND EXHIBITION PROPOSAL FORM

Central Services

This form needs to be completed for all proposed events or exhibitions. Please note that a completed proposal form does not constitute an approval. The Library will provide a formal written advice on whether the event has been approved or declined. If approved, next step is a planning meeting with the organisers.

Please provide as much information as possible to facilitate the decision making and planning process. If you have any queries please contact library.admin@sydney.edu.au or call 02 9114 0866.

PLEASE READ:

- Event and exhibition spaces are not to be used for commercial or partisan political activities.
- 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.
- No bookings are accepted for student events in the Fisher Library Seminar Room or Exhibition Space.
- The Library reserves the right to market the exhibition and events.
- Publicity of exhibitions and events referring to the Library must be authorised by the Associate Director Community and Administration before distribution. Promotional material should be made after consultation with the Information and Events Officer.
- The Library does not accept responsibility for the preservation, protection, or possible damage or theft of any item exhibited.
- All rubbish from setting up and demounting events or exhibitions is the responsibility of the event or exhibition organiser to be environmentally disposed.
- 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.
- In case of an emergency follow the instructions of staff.

Applicant details

Name:

Email: Contact number:

University staff number / affiliation

Or student ID

Event or Exhibition type

Please tick the appropriate box:

- Exhibition Seminar Symposium
- Workshop Conference Training
- Other:

Event title and proposed dates

Title of the event/exhibition:

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Proposed dates and times:

Ticketing

Will attendees be required to purchase tickets for the event or exhibition? Yes

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Preferred location

- Fisher Library SciTech Library Health Sciences Library
- The Quarter (postgraduate coursework events only) Law Library Conservatorium Library
- Other, please name site

Event description (max 150 words – Please list the benefits of the event/exhibition and all safety concerns, including the use of fragile equipment/material or any socially contentious topics)

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Is the event/exhibition part of a bigger event e.g. a conference? Yes No

Where will this event take place?

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

- Library Staff / University staff (academic / professional)
- University of Sydney students
- External: please specify:
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- Expected numbers:**

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

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Catering

Will you be organising catering for this event?

- 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. Please attach a copy of the certificate.)*

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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:

Security

Does the event or exhibition require security officers? Yes No

If yes, how many security officers are required?

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

Public Liability Insurance

Do you hold Public Liability Insurance? Yes No

Policy number: Date of issue:

Additional information for exhibitions:

- Exhibitors are responsible for the organisation and costs associated with the planning, installation and demounting of their exhibits.
- The University Library provides exhibition support services such as creating a logistic framework and time plan as well as basic design advice. We also provide hanging wires, ladders and access to the buildings where required.
- Storage space cannot be provided for packaging or other items associated with an exhibition.
- The exhibition and/or event should be set up and prepared as expeditiously as practicable, without impeding access to and use of the Library.
- 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.
- The cost of rectifying any damage to library facilities, including wall and floor surfaces, will be the responsibility of the exhibitor or event organiser
- Textual and graphic materials accompanying an exhibit are to be articulate and displayed neatly and clearly.
- Exhibitors are expected to maintain the complete exhibit and its good appearance throughout the agreed duration of the exhibit.
- Exhibits which include creative works may not display prices or artist contact details but details may be included in handouts available at the exhibit.
- Library staff members are not authorised to act as 'agents' for the sale of works displayed.

Exhibition scope and size:

Type of objects:

Pictures Objects

Please attach photos of all exhibits. (can be low resolution)

Do you have AV/ media requirements?

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How much space will your exhibition need?

How many pictures/objects?

Sizes of pictures and objects:

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DECLARATION

I acknowledge that I have read, understood and will comply with the Library and other University of Sydney policies and procedures which apply to the proposed event or exhibition.

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

Name:

Signature: Date: DD/MONTH/YYYY

OFFICE USE ONLY

Date received Highest identified risk level:

Approved by director (Name): Date of approval:

Approved by director (Name): Date of approval: