

CLUB ORIENTATION BOOKING FORM 2014

The Clayton campus Joint Orientation Group (Monash Student Association, Clubs & Societies and Team Monash) is again organising the Orientation Festival. This Festival will be for Monash University affiliated Clubs & Societies to promote their club to new and returning students.

Dates	Venue	Time
O-Week: Monday 24th February (Host Scheme Day) Tuesday 25th February Wednesday 26th February Thursday 27th February	Lemon Scented Lawns - the lawn area between buildings 10, 51, 63 and 25	Each day will operate from 11AM to 3:00PM. Clubs may set up from 10:00AM and begin to pack up after 3:00PM
Week 1: Wednesday 5th of March		

2014 ORIENTATION FESTIVAL BOOKING INFORMATION

FESTIVAL INFORMATION - READ CAREFULLY

- * All Clubs wishing to participate in the 2014 Orientation Festival must register by completing the attached form and submitting it by the due date.
- * By booking a site in the 2014 Orientation Festival, **your club must attend all days of the festival you have signed up for.** Failure to attend any of the days will incur the full marquee fee of \$500 per day.
- * Under no circumstances are **any** Clubs allowed to use chalk or paint on Monash University ground. Any club found to be doing this, will be removed from the festival and will be charged the clean-up fee.
- * Please ensure that your club lists all proposed activities it will be running on the day. Please clearly state if you are bringing along any equipment (i.e. tent, bbq etc).
- * Confirmation of your booking, along with allocation of site permits, will occur in early February 2014
- * Clubs wishing to have a powered site **must** nominate this when selecting the Festival days they want to attend. **Hot Water, Heating, Lighting, Fans and Fridges are not permitted.**
- * Clubs holding a BBQ **must** ensure that the gas bottle they are using has been sourced in accordance with C&S BBQ Terms and Conditions.
- * Clubs wishing to have alcohol at their event **must** pre-register.
- * Alcohol **can not** be served until after 12pm and **must not be served in glass.**
- * Clubs who provide alcohol **must** provide a substantial amount of **food** and **non-alcoholic beverages.**
- * JOG reserves the right to revoke Festival permits if a breach of Festival rules occurs
- * Under no circumstances are Clubs permitted to bring individual sponsor on campus.

If they are found doing this, they will be charged a sponsorship rate for the day.

- * Clubs who wish to provide music at their site during O Week, must keep the volume at a JOG identified reasonable level. If a JOG member notifies your club that your club is in breach of this level, you must turn the music down. Only two warnings will be issued, following that your music will no longer be permitted. If you do not comply with this your music will be confiscated and/ or your site shut down.
- * Please note club music will need to be at a minimal level, when performances are taking place.

SITE INFORMATION

- * **Standard Site (3m x 3m with Marquee): 2 chairs and 1 trestle table provided.**
Own marquees will not be permitted.
- * Powered sites are limited. So book early to avoid disappointment.
- * Sites must be left in a clean state after each day of the Festival.

COMPLAINTS

Formal complaints during the Festival are registered with a member of the Joint Orientation Group (JOG) who will take down details and approach the club/organisation concerned. A meeting of JOG will be convened to deal with serious matters, or the club may be warned. When warned, a second similar infringement of festival regulations (detailed on site permits) may result in revocation of the permit. As organisers of the festival, JOG has the decision-making authority to allocate and revoke site permits.

CLUB ORIENTATION BOOKING FORM 2014

CLUB / SOCIETY DETAILS

Club Name	
Club Contact 1	Club Contact 2
Name	Name
Position Held	Position Held
Email	Email
Phone	Phone
Signature	Signature
Date	Date

SPECIFIC REQUIREMENTS

The organising committee will endeavour to accommodate your requests, however, no guarantees will be made.

We would like to be situated next to the following club/s:

We would like not to be situated next to the following club/s:

Other specific requirements (e.g. we want to bring a bbq etc.):

BOOKING AGREEMENT

☐ MON 24th - THU 27th (Orientation Festival) ☐ WED 5th (Clubs Day)

You may choose to attend the four days of the Festival or the four days and Clubs Day.

☐ YES, we will be attending Club's Day on **Wednesday, 5th of March**.

☐ We understand that by failing to turn up to our assigned stall on any of the club Festival days, our club will incur the full marquee fee of \$500 per day.

☐ We have read the 2014 Orientation Festival Booking Information in **Page 1**.

☐ We understand it is our responsibility to clean up the area of our booked site at the end of each day. Failure to do so will result in our club having to pay the \$200 cleaning fee.

The site we require is:

☐ Large Site un-powered 3x3m ☐ Large Site powered 3x3m with Marquee **\$50 per day**
(available powered sites are limited)

Please Note: Marquees will be provided for all stalls. Please **do not** bring own marquee on these days.

Intended Use of power. All appliances MUST be listed:

☐ Laptops Qty:

☐ Stereos Qty:

☐ Plasmas Qty:

☐ Other Appliances please specify:

Activities and we wish to perform these days are:

MON 24th	TUE 25th	WED 26th	THU 27th	WED 5th
<input type="checkbox"/> Host a BBQ	<input type="checkbox"/> Host a BBQ	<input type="checkbox"/> Host a BBQ	<input type="checkbox"/> Host a BBQ	<input type="checkbox"/> Host a BBQ
<input type="checkbox"/> Provide other food	<input type="checkbox"/> Provide other food	<input type="checkbox"/> Provide other food	<input type="checkbox"/> Provide other food	<input type="checkbox"/> Provide other food
<input type="checkbox"/> Provide alcohol	<input type="checkbox"/> Provide alcohol	<input type="checkbox"/> Provide alcohol	<input type="checkbox"/> Provide alcohol	<input type="checkbox"/> Provide alcohol

Please note: If you are running a BBQ, please refer to BBQ Terms and Conditions on **Page 1**. If you will be providing alcohol, your club will be subject to the MSA Orientation Festival Terms and Conditions.

We would like to perform a demonstration on:

☐ TUE 25th ☐ WED 26th ☐ THU 27th ☐ WED 5th

Type of performance:

2014 ORIENTATION REGISTRATION CLOSING DATE: FRIDAY 10TH JANUARY 2014

Please Note: Confirmation of request will be delivered to Club Letterboxes and the 1st contact person's email address in early February 2014. All clubs will have until the February 2014 to request any changes. Changes requested after this date can not be processed. Stalls are not guaranteed by completing this form by the due date. The earlier you submit your form, the better the chance that your club will receive a stall.

PLEASE RETURN THIS FORM TO:

MSA Clubs and Societies: C&S Office, C&S Letterbox or Fax: 9905 4162 or at enquiries@monashclubs.org
Monash Sporting Clubs: Matthew Sheldon-Collins at matthew.sheldon-collins@monash.edu