

UMSU Inc (University of Melbourne Student Union) Clubs & Societies Off-Campus Activities Form



1. Name of Club: _____

Camp Co-ordinator(s)	Position in Club (one must be executive)	Student Number	Phone Number

2. Event Information

Activity site address(s)	Site operator	Phone number

Price for members: _____ Start Date: _____ Start Time: _____
 Price for non-members: _____ End Date: _____ End Time: _____
 Price covers (circle): Accommodation/Activity/Alcohol/Food/Transport/Other: _____
 Number of attendees: _____ Number of University of Melbourne students: _____

3. Activity Information

Activities organized by: club/site/both

Planned activities: _____

Facilities:	At site:	Used by club:	Facilities:	At site:	Used by club:
• Swimming pool/Lake:	Yes/No	Yes/No	• Archery:	Yes/No	Yes/No
• Canoeing:	Yes/No	Yes/No	• High Ropes/Low Ropes:	Yes/No	Yes/No
• Trampoline:	Yes/No	Yes/No	• Other: _____	Yes/No	Yes/No

4. Equipment Hire and Technical Staff

Provided by site: _____

Provided by club: _____

5. Catering during Activity:

Food provided by club? Yes/No If no, who: _____
 If yes, food plan attached? Yes/No If yes, SFH executive's name: _____

6. Alcohol during Activity:

Will alcohol be provided at the activity? No/By Club/BYO/Other: _____
 Will there be events specifically involving alcohol? Yes/No Office Use: SFH/RSA checked? Yes/No
 Will you club be receiving any sponsorship in alcohol? Yes/No
 If there will be alcohol at all, RSA form attached? Yes/No
 If there will be alcohol, list your executive RSAs: _____ & _____

7. Other Responsibilities

First Aid: _____
 Life-saver (if using pool/lake): _____
 Welfare Leaders (male and female): _____ & _____
 Welfare Leaders phone numbers: _____
 Sober Drivers: _____ & _____

By signing this Off-Campus Activities Form, in consideration for UMSU agreeing to endorse the Activities, I agree to be bound by the terms and conditions of the attached Indemnity:

Signed Club Executive (on behalf of Club)

_____/_____/_____
Date

Signed (on behalf of UMSU)

_____/_____/_____
Date

Privacy Statement:

UMSU Inc endorses fair information handling practices. Any information provided on this form will only be used for the purpose of providing medical assistance to the individual concerned and will otherwise be kept confidential unless required to be disclosed by law. The information will only be retained whilst the Participant is reasonably likely to partake in future Activities or as required by law and will then be destroyed.

Office Use Only:

UMSU Inc (University of Melbourne Student Union) Off-Campus Activities Indemnity (“Indemnity”)

By signing the Off-Campus Activities Form, you enter into an agreement with UMSU Inc (UMSU) to permit the Club to run the Activity on the following terms and conditions:

1. I, release, indemnify and shall keep indemnified UMSU, its officers, agents, servants and employees in respect of all liability, actions, suits, proceedings, demands, claims and costs of every description which they or any one or more of them may incur or receive at law or otherwise, directly or indirectly relating to or arising from any accident, illness, injury, death or loss or damage to property suffered, sustained or incurred during, or as a direct or indirect consequence of the Activities.
2. I understand the risks involved in co-ordinating the Activities and agree to only allow suitably qualified people to co-ordinate the Activities and not to hold UMSU, its officers, agents, servants and employees liable for any event that may occur, whether that event occurs during the Activities or not.
3. I have been given an opportunity to seek independent legal advice regarding the contents of this document. I understand that if I do not seek independent legal advice, I will be taken to have understood that this document has legal effect and to have understood my rights and obligations and to have agreed with and accepted them.
4. I consent to the collection of the information on the Off-Campus Activities Form which relates to me and is “personal information” and under the Privacy Act 1988 for the purpose of UMSU endorsing the Activities.
5. I warrant that the information contained on the Off-Campus Activities Form is true and correct and that where it contains “personal information” as defined by the Privacy Act 1988, the individual to which the personal information relates has consented to the disclosure of that information to UMSU.
6. I warrant that I have attained the age of eighteen (18) years.
7. The following words have the following meanings for the purposes of this Indemnity:

Activities means the activities, functions and/or meetings organised or arranged by the Club as described in paragraph 3 of the Off-Campus Activities Form.

Club means the club, association or society described at Item 1 of the Off-Campus Activities Form which is affiliated with UMSU Inc pursuant to UMSU rules regarding the affiliation of clubs, associations and societies.

“I” and “you” means the “Responsible Person(s)” described at Item 1 of the Off-Campus Activities Form.

Off-Campus Activities Form means the document attached to this Indemnity which you have signed and which indicates your acceptance of the terms and conditions of this Indemnity.