

# EVENT MANAGEMENT GUIDE



There are a wide range of activities that take place across the diocese which fall under the broad category of events. These activities range from occasional use of the hall or the church for a fundraising activity, regular hiring of the facilities to community and other groups, right through to use of the hall or church for dinners and other large scale functions.

The common denominator is that these events generally fall outside the gambit of worship; frequently they involve people who are not part of the parish and may be unfamiliar with the buildings and facilities.

## SPECIFIC GUIDELINES

The minimum requirement is that you provide each person or group using church premises with:

- An event booking contract/agreement
- Any site specific health and safety documentation including:
  - Risk and hazard identification list
  - Evacuation plan/s and emergency procedures

You must also ensure that outside persons/groups holding events in church premises provide you with a copy of their own health and safety plans.

We also recommend producing a detailed run sheet for larger or more complex events, including names and contact details for key personnel. Make sure that everyone involved knows what to do if something goes wrong.

Any accidents, injuries or incidents that do occur need to be recorded, and a scanned copy of the report should be sent to the Diocesan Office at [keepsafe@aucklandanglican.org.nz](mailto:keepsafe@aucklandanglican.org.nz).

Notifiable events also need to be reported to WorkSafe [www.worksafe.govt.nz](http://www.worksafe.govt.nz).


## HOW TO USE THIS GUIDE

Each part of this guide may be used or modified as required according to the nature and complexity of any particular event.

### Sample documents include:

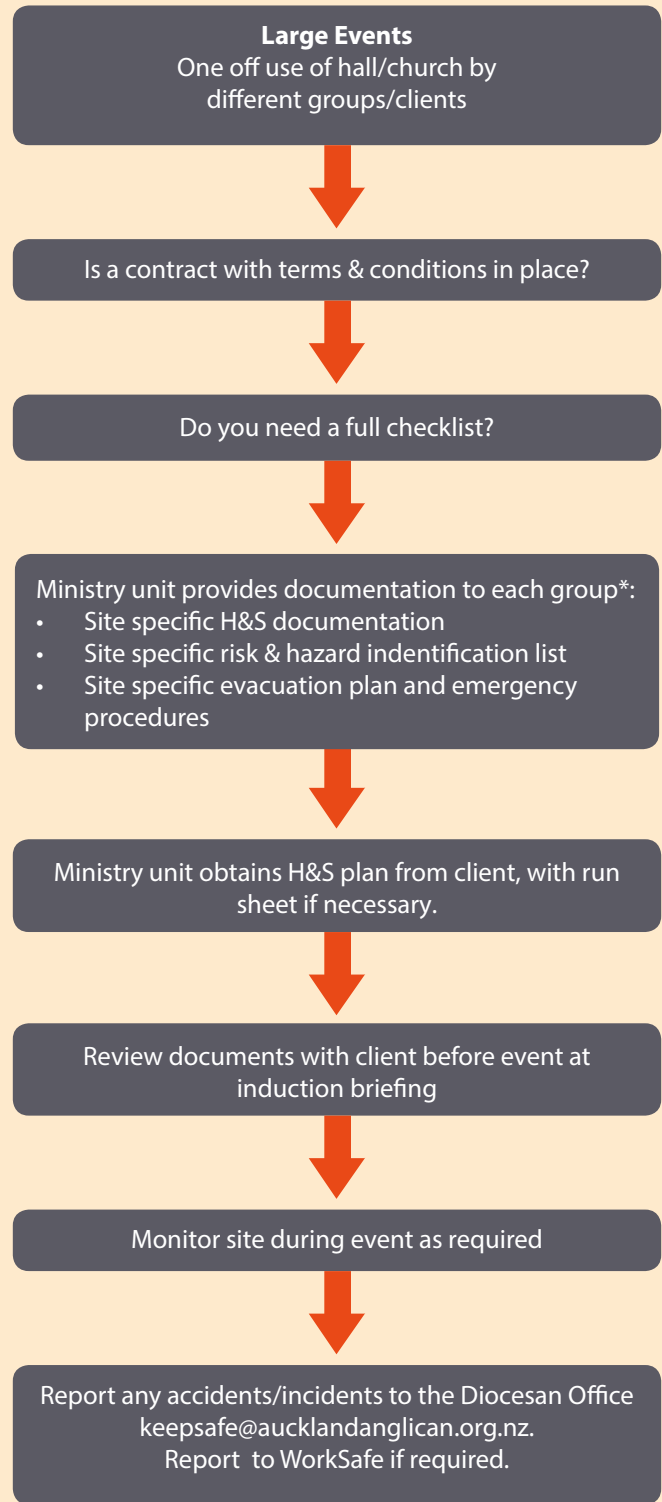
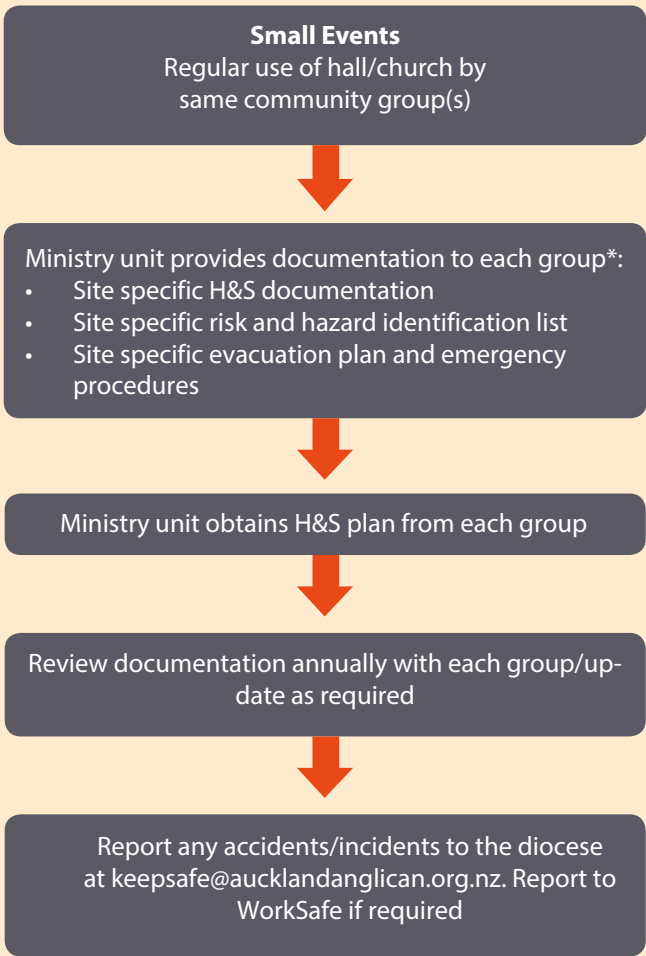
1. Event booking agreement
2. Terms and conditions
3. Event checklist: a checklist to help you identify and manage potential risks before, during and after events

Use the flowchart to follow the steps and use the sample documents in combination with other necessary H&S documents for your specific event.

 It is essential that you discuss health and safety with every person or group using church facilities before the event takes place.



# EVENTS FLOWCHART



**\* Recommended additional documentation**

- ▶ Site evacuation plan and emergency procedures
- ▶ Site hazard identification list
- ▶ Health & Safety agreement
- ▶ Names and contact numbers of key personnel

**Associated Guidelines**

Refer to other H&S guides (Fire, Electricity, Contractor Management) as required.

**Regulations and Legal Requirements**

Contact your local Council for information whether you require a permit for your event e.g. food, alcohol, vehicle access for Council sites.

# SAMPLE EVENT CHECKLIST



This is a general guideline for event organisers to review. Any other hazards that may be specific to the particular event should also be identified and reviewed.

## PRE-EVENT

- Is the venue suitable for the type of event and number of people attending?
- Have you obtained copies of risk assessments from contractors/event managers?
- Have you completed your own risk assessment for the event?
- Are there any implications for your insurance cover from this event?
- Are any food/alcohol licences required?

## DURING THE EVENT

### SITE CONDITIONS

- Is the site free from trip hazards (e.g. cables, pegs)?
- Are there sufficient entrances/exits and are these clearly marked?
- Have you documented any specific hazards on site?

### CONTRACTORS/VOLUNTEERS/STAFF

- Have all contractors/volunteers/staff been provided with an appropriate induction to the site?
- Have all contractors/volunteers/staff received contact details for key personnel?
- Is there an emergency plan and has this been communicated to all contractors/volunteers/staff?

### TRAFFIC MANAGEMENT

- Is there adequate well signposted parking and is traffic management in place if required?

### ELECTRICAL SAFETY (Refer also to the Electricity Guide)

- Is portable electrical equipment adequately maintained and in safe condition?
- Is electrical equipment adequately secured (e.g. lighting)?
- Are cables and other electrical equipment protected against damage?
- Are any extension cords/power boards "daisy chained"?
- If using cables outdoors, is there adequate RCD protection with a maximum trip rating of 30mA?
- If a generator is being used, is it electrically safe, suitably located and well secured?

### STRUCTURAL SAFETY

- Has any seating/staging/lighting been erected by a competent person, and inspected for safety?
- Have precautions been taken to prevent overloading of any structures?
- If required, are safety barriers adequate to withstand the likely loading on them?
- Are all ladders used secured and/or do they have a lookout?

## ACCIDENTS

- What is the procedure for dealing with accidents?
- Are there accident reporting forms on hand?

## FIRE SAFETY (A fire risk assessment should be undertaken and would normally include the following checks)

- Are there sufficient exits clearly indicated?
- Do you have a documented fire evacuation procedure?
- Are organisers/stewards/volunteers briefed on evacuation procedures?
- Is there an adequate number of fire extinguishers?
- Is there a means of warning people of fire?
- How will disabled persons be evacuated from the site?

## COMMUNICATION

- Is there a means of communicating between organisers and stewards/volunteers?
- Is there a means of communicating with attendees/public (particularly if evacuation is required e.g. loud speakers)?

## WELFARE FACILITIES

- Are there adequate and well signposted toilets for the number of people expected to attend?
- Are there measures in place to ensure toilets are kept clean and provisioned (including suitable sanitary disposal)?
- Are there suitable toilet facilities for disabled people?
- Is adequate rubbish disposal provided?
- Are there any noise considerations for neighbours/local residents?
- Is disabled parking provided?
- What arrangements are in place for administering first aid/water?
- Have arrangements been made for security on site if required?
- Are there suitable cash handling facilities in place?

## GAS CYLINDERS

- Are any gas cylinders adequately secured away from heat sources or flammable materials?

## CATERING

- Are food operations being carried out in a safe and hygienic manner?
- Have you sighted food hygiene/alcohol certificates as appropriate?

## OUTDOOR EVENTS

- Has the weather forecast been checked and suitable arrangements made for the conditions?
- Is there adequate provision of shade?
- Are staff/contractors/volunteers required to wear sun-safe clothing and sunscreen as required?
- Is adequate water available?

## POST-EVENT

- Has the site been cleared and left in a safe condition?
- Have you carried out a safety review following the event and any recommendations noted for future events?

# SAMPLE EVENT BOOKING AGREEMENT



Agreement for use of the church/hall/other premises for events organised and operated by outside organisations

As part of \_\_\_\_\_'s commitment to hospitality, the \_\_\_\_\_  
*(Name of Ministry Unit)* *(Name of building)*  
is available for use by outside organisations for \_\_\_\_\_. These events are permitted subject  
*(State uses)*  
to the Terms and Conditions set down by \_\_\_\_\_ in the booking contract. The  
*(Name of Ministry Unit)*  
overriding principle is that respect for the building is paramount at all times. In addition, the following specific Health and Safety Policy applies:

All intending users of the building shall make contact with \_\_\_\_\_ well in advance of  
*(Name of person or role)*  
the proposed event, to discuss the operation of the event and the health and safety aspects applicable to each event.

Each user shall supply to \_\_\_\_\_ a detailed proposed plan for the event, outlining  
*(Name of person or role)*  
the floor plan layout and any other equipment or facilities which will be used during the event, both by the user and their subcontractor(s).

The users and each of their subcontractor(s) shall supply a Health and Safety Policy to \_\_\_\_\_  
*(Name of person or role)*  
outlining the potential hazards created by the particular equipment supplied and measures for reducing or mitigating any effects of those hazards. The \_\_\_\_\_ will  
*(Name of person or role)*  
discuss the possible hazards arising from the particular equipment in use with the user.

\_\_\_\_\_ will provide a designated supervisor for each event. This person will  
*(Name of Ministry Unit)*  
be either available on site or be accessible by phone for the duration of the event. All health and safety matters which arise during an event must be reported to the supervisor as soon as is practicable, and the user must comply with all reasonable instructions given by the supervisor.

## CONTACT DETAILS

### ORGANISATION NAME

Must be an individual, limited company or incorporated society (not a trading name)

### CONTACT PERSON

### CONTACT PHONE NUMBER/S

### EMAIL ADDRESS

### POSTAL ADDRESS

## EVENT DETAILS

### DATE OF EVENT

### EVENT START TIME

### PACK-IN START TIME

### PACK-OUT TO BE FINISHED BY

### NUMBER OF PEOPLE ATTENDING

### DESCRIPTION OF EVENT

I/We have read and agree to the terms and conditions attached, and understand my/our obligations in holding this event at \_\_\_\_\_ in the \_\_\_\_\_ .  
(Ministry Unit) (Venue i.e. church or hall)

I have full authority to enter into this agreement.

I/We have received notification outlining potential safety hazards at \_\_\_\_\_ and all of our staff and contractors have been made aware of these hazards.

I/We understand that full payment is due on receipt of the final invoice.

I/We understand that I am/we are responsible for any costs incurred or associated with the collection of any outstanding balances.

\_\_\_\_\_ reserves the right to request credit references from any party to this agreement.

**SIGNED**

**NAME**

**DATE**

**TITLE**

# EVENT BOOKING CONTRACT SAMPLE TERMS AND CONDITIONS

*TO BE MODIFIED AS REQUIRED TO SUIT INDIVIDUAL EVENTS AND CIRCUMSTANCES*

## 1. DATE AND TIME

The church hall is available for both day and evening events 6 days a week (except Sundays) from 9.00am on the day of your event. We require that all evening functions finish no later than 1.00am, with pack-out to be completed by 3.00am.

## 2. CONSIDERATIONS FOR YOUR EVENT

\_\_\_\_\_ can accommodate \_\_\_\_\_ people for a \_\_\_\_\_ (type of event).

The concert and theatre seating capacity is \_\_\_\_\_. We host a wide range of events. There may be some occasions where an event is not appropriate for us to host.

## 3. RATES

Rates quoted include/exclude GST. You will need to pay a \$ \_\_\_\_\_ non-refundable deposit by \_\_\_\_\_ to secure your booking.

## 4. CLEARING THE SPACE

Our pews can be moved. Because they require special care, we employ our own crew to move them. There is a charge for this service.

## 5. SETTING UP and PACKING OUT

The church/hall is available from 9.00am on the day of your event.

We require that all evening functions finish no later than 1.00am, with pack-out to be completed by 3.00am. A scaled floor plan of the church/hall is attached to these terms and conditions for your information.

We require a floor plan illustrating the setup for your event and a run-sheet at least three days prior to your event.

All equipment and rubbish associated with your event must be taken away at pack out unless prior arrangements have been made with \_\_\_\_\_ .

There will be a charge each time we unlock the church for drop off or pick up outside of office hours (9am-5pm, Monday – Friday).

## 6. PARKING

Parking is available at \_\_\_\_\_.

## 7. DECORATION

Please do not use any adhesive products to attach your decoration to the walls, pillars, wooden surfaces. Helium balloons may not be used inside the church.

## 8. POWER

There are power outlets available throughout the church. You may need to provide a generator should the equipment you are using place heavy demands on our power supply.

## 9. MUSIC AND SOUND

The church /hall has available/doesn't have available a CD Player and PA system that you can use. We have the facility to play music from almost any electronic device. You are welcome to bring a band, musicians or a DJ to play during your event. You are also welcome to bring your own PA system.

## 10. CATERING

We have a list of preferred caterers you may want to consider who work regularly at \_\_\_\_\_ and are therefore familiar with our facilities. We have a small kitchen which can be used for catering smaller gatherings.

## 11. ALCOHOL

Caterers on our preferred list are able to use their own liquor license. Otherwise, you will need to acquire your own license from the Auckland Council. Alcohol cannot be consumed outside the church / hall.

## 12. SMOKING

\_\_\_\_\_ is a non-smoking venue in accordance with New Zealand's smoking legislation.

## 13. TOILETS

There are toilets located \_\_\_\_\_. Should you decide to hire extra toilet facilities (e.g. Port-a-loos, super-loos), these may be set up at \_\_\_\_\_ and they must be taken away at the conclusion of your event.

## 14. SECURITY

Discuss security requirements with \_\_\_\_\_. If needed you are required to use the services of our preferred security provider \_\_\_\_\_ who are well experienced and sensitive with managing security for events at \_\_\_\_\_.



## 15. DAMAGE

Care of and respect for the church/hall is of utmost importance. Please take care not to rest ladders and other equipment against the pillars or walls.

You are responsible for any damage incurred by anyone associated with your event including staff, guests and contractors. Should any damage occur, you will be liable for any associated costs.

## 16. SUPERVISOR

If your event occurs outside of office hours (9am-5pm, Monday – Friday)

A supervisor will open the church/hall and be on call throughout the event. Please contact the supervisor at the conclusion of your event for final inspection and lock-up.

## 17. HEALTH & SAFETY

- a. I/We are aware of my/our obligations and duties under the Health and Safety at Work Act 2015.
- b. Any sub-contractors used have written rules and procedures in place relating to health and safety of their employees and all persons associated with the event.
- c. I/We will take all practicable steps to eliminate, isolate, minimise hazards as well as hazards identified to me/us by \_\_\_\_\_.
- d. I/We will maintain a register of accidents and notify \_\_\_\_\_ of any accidents that occur.

## 18. CONTRACT SIGNING

When you have read through these terms and conditions, please fill out the Event Booking Contract, and email it to us. By signing, you confirm that you have read and agree to the above terms and conditions.

These terms and conditions should be read in conjunction with the Events Health and Safety Checklist, which should also be completed before, during and after the event.

### Additional Documentation for Events

- ▶ Site Health & Safety policy
- ▶ Site hazard identification list
- ▶ Names and contact numbers of key personnel
- ▶ Site evacuation plan and procedures
- ▶ Health & Safety agreement
- ▶ Event booking contract

