

# Event Application



(To be filled in for outdoor activities with above 30 persons)

## How to complete this form

1. Ensure that all fields have been filled out correctly.
2. Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
3. This form must be filled in by the Section's Chairperson, or Treasurer, or Secretary only.
4. Once completed you must submit this form to your Section Division Head for approval.

## Part 1

Is this a section event:

- Yes (go to Part 2)
- No (make venue bookings with the Bookings Administrator)

## Part 2: Details

Section Name\*

Division\*

Contact Name\*

Position in Section\*

Email Address\*

Phone Number\*

## Part 3: Event Description

Name of Event:

Date(s):

Start and Finish Time:

Target Audience:

Number of People Expected:

Event Committee Member Names and Contact Numbers:

- 1)
- 2)
- 3)
- 4)
- 5)

Type of Event (tick all applicable)

- Community Event
- Commercial Event (for profit)
- Free
- Ticketed or Restricted Entry

### Part 3: Event Description (cont'd)

Type of Activity (tick all applicable)

- Fundraiser
- Festival\*
- Launch
- Promotional Event
- Live Performance – A MOHA license may be required if involving performers from outside of Brunei, refer to Admin
- Market
- Retail
- Road Closure\* - Separate applications are required. Please go to Part xx
- Sporting Event\*
- Others (please specify)

\*Complete the Events Safety Management checklist on Part xx

Is this expected to be a 'One Off' or Recurring Event?

- One Off
- Recurring – How Often?

\_\_\_\_\_

Proposed Venue for your Event

- Pelangi Room
- Annex Room
- Main Hall
- Beach Shelter
- Padang
- Swimming Pool
- Multipurpose Hall
- KBBC Restaurant
- KBBC Chart Room
- KBBC Lawn

### Part 4: Event Infrastructure

Food

- Yes – The organiser is to liaise with the Caterers directly
- No

Stage

- Yes
- No

PA/Sound Amplification

- Yes
- No

Tents/Marquees

- Yes – Total Number: \_\_\_\_\_
- No

Other Inventory Needed from the Club:

## Part 5: HSSE Management

### Ambulance needed?

- Yes – Please liaise with the HSSE Focal Point, Geoffrey Sim.
- No

### Extra Security

- Yes – Please liaise with the HSSE Focal Point, Geoffrey Sim.
- No

### First Aider

- Not Required
- Available in the Committee (State their names below)
  - .....
  - .....

### Potential Hazards Applicable?

- Yes \*Please complete the Event Hazard Identification and Mitigation Plan in Part 6 and read the General Safety Guidelines on Page xx
- No

## Event Hazard Identification and Mitigation Plan (please provide with as much detail as possible)

## Risk Rating Chart

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost	H	H	E	E	E
Likely	M	H	H	E	E
Possible	L	M	H	E	E
Unlikely	L	L	M	H	E
Rare	L	L	M	H	H

**Legend:**

E: extreme risk; immediate action required

H: high risk; senior management attention needed

M: moderate risk; management responsibility must be specified

L: low risk; manage by routine procedures

**Event Hazard Identification and Mitigation Plan (please provide with as much detail as possible)****Control Hierarchy**

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards. Below is the control hierarchy with general examples of each control measure:

- **Elimination** - Avoid the risk by removing the hazard completely.
- **Substitution** - Use less hazardous procedure/substances equipment/process.
- **Isolation** - Separate the process from people by the use of barriers/enclosures or distance.
- **Engineering Controls** - Mechanical/physical changes to equipment/materials/process.
- **Administrative Controls** - Change procedures to reduce exposure to a hazard.
- **Personal Protective Equipment.**

**Definitions**

<b>Control Hierarchy</b>	A series of control options ranked towards greatest and most efficient management of the hazard.
<b>Hazard</b>	Something with the potential to cause injury or illness.
<b>Risk</b>	The probability of a hazard resulting in an injury or disease, together with the seriousness of the injury or disease.

Part 6

**Event Hazard Identification and Mitigation Plan (please provide with as much detail as possible)**

Element	Hazard	Risk	Initial Risk Level	Mitigation/Controls (be specific)	Residual Risk Level	Responsible Party	Remarks
Weather							

## Part 7: Site Plan

Please include with your application a site plan of the proposed event venue, which must show the relative size and proposed position of all event infrastructure, including:

- Barricading
- Tents and stalls
- Stages
- Signs/banners
- PA/speakers
- Entry and Exit points
- Emergency Evacuation Areas
- Placement of First Aiders and Ambulance
- Temporary Storage Areas for inventory

## Part 8

Your application will be assessed carefully by the Panaga Club Management Committee. We will advise if the event is permissible and what timeframes/permits/documents are required to seek final approval. This may include a detailed Event Plan containing:

- Communication Plan
- Site Plans
- Traffic Management
- Pedestrian Management
- Security and Emergency Management (which can be an attachment to Part 6)
- First Aid
- Venue Management
- Temporary Structures
- Waste Management

Final approval will only be issued if the completed event plans are satisfactory and clearly demonstrate effective management of the event.

## **GENERAL SAFETY GUIDELINES**

- ☞ Provide general customer service duties to event patrons.
- ☞ Be familiar with the layout of the event environment and the general locations used by patrons and employees, including contractors.
- ☞ Make sure you know who the Event Coordinator and the next point of contact is. If you are the Event Coordinator, please insure this information is communicated to all who are working at your event.
- ☞ Do not perform any tasks that you are not trained or able to do safely.
- ☞ Be familiar with the location of all First Aiders and First Aid Facilities and other emergency equipment.
- ☞ No person is allowed to perform any work or volunteer duties under the adverse influence of any medication, drug or alcohol.
- ☞ Ensure good housekeeping so that litter does not accumulate to increase the danger of fire or trip hazards.
- ☞ Report any problems / accidents to the Event Coordinator or appointed First Aider (if any.) Contact Event Management immediately in event of any situation you think may be potentially dangerous e.g.: overcrowding.
- ☞ Ensure you are aware of all Emergency Evacuation Assembly areas and First Aid Facilities.
- ☞ Consume adequate liquids and wear appropriate clothing and protection for the weather conditions.
- ☞ Safe Lifting Techniques to be used at all times-assess load, bend knees, carry load close to body, and team lifting.
- ☞ Working at heights: Unless you have good reason and appropriate training/supervision/equipment and the ladder and/or structure is adequately supported, you must not venture on, beneath or near any temporary structure, ladder etc.