



**Club Event Planning/Approval Form**

NOTE: The Primary Event Organizer should submit this form at least ten days prior to their event.

Name of Club or Organization: \_\_\_\_\_

Primary Organizer:  
(must attend event)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Event Contact:  
(must be available in North Bay)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name/Description of Event: \_\_\_\_\_

Purpose: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Tentative  Confirmed

\*Note: If the date is selected as "Tentative", a confirmed date MUST be provided for final approval.

Exact Destination: \_\_\_\_\_

On Campus  Off Campus

Expected Number of Participants: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_



Please describe your event by indicating which of the following components it includes and the steps you will take to minimize any risk involved. If your event includes additional components, please use the space provided to describe them and indicate the steps you will take to minimize any risk involved.

Nature of Event:

- Alcohol Consumption\*: Yes  No
- Event to take place in an establishment licenced under the LCBO: Yes  No
- Lecture, Demonstration, Meeting, Guest Speaker: Yes  No
- Travel: Yes  No
- Equipment Rentals: Yes  No

**\*Please note: If “Yes” is selected for Alcohol Consumption, the event MUST be held in a licensed establishment with properly qualified security and service staff.**

Physical Activity:

- Moderate (e.g. dancing): Yes  No
- High (e.g. sports such as hockey, football paint ball etc.): Yes  No

\*Please note that NUSU does not have coverage for Participant Healthcare. Thus, we cannot sanction events that have high amounts of physical activity unless waivers are presented to and signed by all participants.

Action Steps to Minimize Risk:

- Primary Event Organizer to bring first aid kit: Yes  No
- Plan for emergency transport (e.g. hospital): Yes  No
- Waivers to be administered: Yes  No

\*Please provide signed copies of the waivers to the NUSU office.

Impact on Positive Relations with Nipissing University and the City of North Bay:

- Walking/Travelling through campus and/or neighbourhoods: Yes  No
- Hosting activity in a residential area: Yes  No
- Hosting in a city park or athletics field: Yes  No
- If the above answer is Yes, permits acquired from the City of North Bay: Yes  No



Primary Event Organizer Contract

I, [ ] (Name of Organizer) hereby agree to act as the primary event organizer on [ ] (Event date) for the

[ ]

(Name of group) event known as \_\_\_\_\_ (Name of Event).

I am fully aware that:

- 1) I will be responsible for organizing the event.
2) I will ensure that the event is run within these documented conditions.
3) If the event deviates in any way from the above description, NUSU cannot be held responsible for any and all outcomes of any incident.
4) I will ensure that the participants are made aware of the rules/procedures for the event.
5) It is my responsibility to ensure that every student assistant involved with the event is aware of their responsibilities.
6) In the event of an incident, will complete a detailed Student Event Incident Report and submit it to the Vice President Services of the Nipissing University Student Union.
7) The primary event organizer will be held accountable to: the president of their organization and/or the Nipissing University Student Union.

I agree to uphold all the requirements of the primary event organizer and agree to not consume any alcohol or drugs on the day of the event until the event ends and all the participants have safely dispersed.

[ ] I agree to the above terms

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Witness Name (please print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date