

EVENT MANAGEMENT GUIDELINES – ALBANY/MANAWATU/WELLINGTON

Contact	Campus Registrars
Last Review	June 2014
Next Review	June 2016
Approval	n/a

1.2 Community Constable Contacts (New Zealand Police)

- (a) Albany Community Constable, 16 Library Lane, Albany
- (b) Community Constable Facilities Management, Colombo Road, Manawatu Campus
- (c) Wellington Police Station, Victoria Street, Wellington

2.0 Local Authority Requirements :

2.1 Albany, Manawatu and Wellington Campuses

Any activities held on campus are considered to be private (and at the discretion of the Occupier) and therefore do not require a local authority activity permit, however, should the activity involve food then item 2.2 and 2.3 (below) apply. Should the activity involve alcohol then item 2.4/3.2 (below) apply.

2.2 Commercial Activity (such as Coffee Bar, Restaurant etc.)

- 3.10 University Security is to receive prior notification from the stall/event provider should an event be commencing/continuing after 5.00pm or prior to 8.30am. Subject to the nature of the event Emergency Wardens may be required, any costs will need to be covered by the organiser.
- 3.11 Subject to the timing of the event, attendees will be required to park in designated car parks unless otherwise alternative arrangements have been made with Regional Facilities Management.
- 3.12 An event requiring access to the University's facilities for event set up and pack down needs to be planned in advance, and relevant University departments such as Regional Facilities, Security etc need to be advised, and relevant paperwork needs to be completed.
- 3.13 The University is not obliged to provide any equipment for an event, such as tables and chairs, however will assist with equipment requests when possible.

3.6 Existing Commercial tenants and University Services are to be offered an opportunity to have a stall lot, unless there is a prior exclusivity arrangement with another provider of that service.

Checklist :

	Activity	Authorisation	Guidelines
1	Consciousness Raising - Political - Welfare - Religious - Displays - Recreational	Office of the Campus Registrar (CR) (for University/external events) in consultation with the Se Sn/1(f)-13(iat)5 q 36.179 (y)16(/)-1(ex38(t)-1f)-13 -1.216(/)-1(ex38(t)-1f)-13 -1	

