

OFF CAMPUS EVENT FORM

Submit at least **30 days prior to event**; if not submitted **30 days** prior to event application will not be approved.
Please provide any other documentation that you believe will be helpful with the consideration of your event request.

Club/Association Name:	
Presidents Name:	
Email:	
Event Organizer Name (Day of Event Contact):	
Event Organizer Email:	
Event Name:	

EVENT DETAILS

What is the Purpose of the Event?	
How will you increase student engagement, engage the members within the Club?	
What do you want to achieve from this Event?	

Will this event be used for Fundraising for your club?

☐

YES

☐

NO

**please note that all fundraising money will need to be accounted for through the tracking sheet and money will need to be handed in with SSU at the end of each day (by 4:30pm).*

Event Date:	
Event Time:	
Event Location:	
Approximate amount of people attending:	
Will Transportation to and/or from the event be provided to those attending? (For Example: By bus, by scooter, cy car, by Go-bus? Are you arranging for private transportation?)	
Will alcohol be provided at this event?	
Is any club funding required for this event?	

BUDGETING

What is your budget for this event? (Total Amount)	
Please provide a list of items that you are looking to use the budget amount specified above: (For example: food, decor, print materials, etc)	

Please explain any other possible risks associate with event: (Please refer to Club Guide/Booklet on possible risks)

Got questions? Unsure of your event? Please feel free to contact your campus Clubs Coordinator for suggestions and for further support.

Would you need additional support from SSU? Please explain what your need is:
(For Example: We would like SSU to help us promote via Twitter)

Understanding the risks related to off-campus club activities and having a strong knowledge of the experience, physical conditions and limitations of such events, if any, is extremely important to comprehend. Club Leaders (be it that they hold the role of President, Chair, or any other title) must understand and voluntarily assume all responsibility for risk of loss, damage, illness and or injury to person or property that he/she may in anyway sustain in connection with his/her participation in any event not covered by the SSUI liability insurance policy.

I, _____ of
Printed name Title

_____, hereby have read, understood and agree to above statement.
Club name

Club President's Signature

Date

OFFICE USE ONLY

Event Status:

☐

Event Approved

☐

Event Denied

Reason for denial: _____

Clubs Coordinator Signature

Date

Attach the waiver form and note that each member attending will need to fill the waiver out. The club will need to provide all completed waiver forms a week prior to the event. If it is in after the event there might be penalties involved with the club.

Release

TO:
(organizer)

AND TO: Its officers, directors, employees, agents, successors and assigns

RE:
(identify event, including transportation and dates)

DATE:
(enter date of signature)

In consideration for the privilege of participating in the above event, the nature and risks of which I have fully informed myself of and hereby assume, I hereby release you from any and all claims that I may ever have, either now or at any time hereafter, for damages resulting from personal injury, losses, or expense of any kind, including damage to property, arising out of or in any way related to my participation in the event.

I accordingly agree not to take any legal action against you for any such damages, and I agree that this release shall be a complete defence to any such action.

I further agree to indemnify you with respect to any damages for which you are found legally liable to third parties as a result of any negligence or wilful misconduct on my part in connection with this event.

I acknowledge that I have read this release, fully understand it, and have signed it without duress. I further acknowledge that this release shall be binding upon me and my heirs, successors and assigns.

Signature of Participant: _____
(If participant is under the age of 18, the signature of a custodial parent or guardian is required.)

Name of Participant: _____

Signature of Witness: _____

Name of Witness: _____
(not an organizer)

Date: _____

Signed in duplicate, one copy to organizer and one copy to participant.