



BUDDHIST VIHARA VICTORIA INCORPORATED

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ABN 35 437 197 725

EVENT PROFILE AND CODE OF CONDUCT for special events / offerings at the Vihara premises

This is a form to fill and set of rules to follow when you want to use the Vihara premises for any event or offering, other than it is a reserved and/or dedicated almsgiving, evening Gilanpasa for Venerable monks and daily Buddha Vandana. After seeking and obtaining permission for the event or offering and intended date from chief incumbent of the Vihara, you must obtain a copy of this form, read, and understand the code of conduct and send the duly filled form to the BVV Committee before 1 calendar month prior to the event in minimum for further considerations and communication. Please fill this form and send via email to committee@vihara.org.au.

Code of Conduct

All events and functions organised by any organisation and/or individual at the Vihara premises shall be conducted in accordance with this Code of Conduct.

1. General details

- 1.1. Any event organised at the Vihara premises shall only be by an application to the BVV Committee.
- 1.2. Any organisation and/or individual seeking such consent shall complete and handover an "Event Profile" form available at the Vihara at least ONE Calendar (01) month prior to the scheduled event.
- 1.3. Programs and events initiated by the Vihara Inc. and or the BVV Committee will be given priority over other requests for events and offerings.
- 1.4. The BVV committee reserves the right to make amendments and alterations to the terms and conditions of the Code of Conduct as they deem fit and necessary.
- 1.5. If the event requires on street and/or public parking outside the Vihara premises and/or any temporary structures such as marques, bouncy castles within the Vihara premises, you might need to obtain local council approval for the event and provide the BVV Committee a copy of such approval.

2. The purpose of the event

- 2.1. All events organised shall be in association with Buddhist principles and suitable for being hosted at the Vihara premises.

3. Advertising and promotional activities

- 3.1. All pre-advertising of the event in any media shall be conducted in a manner as not to bring the Vihara or the Buddhist philosophy into disrepute.
- 3.2. No commercial advertising or promoting of any businesses shall be carried out during the event at the vihara premises and the car park.
- 3.3. No fund-raising activities for purposes other than for the benefit and development of the Vihara shall be conducted during the event.

4. Serving of food and refreshments during the event
 - 4.1. All organisations and/or individuals shall ensure that all food and refreshments served during the event are to be prepared and served in strict accordance with the procedures and guidelines for food handling and preparation. The Venerable monks nor the BVV Committee shall be held responsible for damages, sickness or any other claims arising from or out of the service of food and refreshments during an event held at the Vihara premises.
 - 4.2. Food prepared at the vihara premises shall only be for serving at the event and shall not be used for any other commercial activities.
 - 4.3. The Vihara, its Venerable monks or the BVV Committee shall not be held responsible for the quality of food served during the events.
5. Safety of Vihara premises
 - 5.1. The Organisers shall be responsible for the safety to the buildings and its equipment, stupas, “Bo” tree and other areas of the Vihara premises during the event. Any damages wilfully or negligently caused by any visitors, volunteers, invites or guests shall be rectified and made good by the Organisers.
6. Donations for expenses by the Vihara
 - 6.1. The BVV Committee expects organisations and/or individuals responsible for the events to make suitable donations to meet the costs of utilities such as water, gas, and electricity utilised at the Vihara premises during the event. Donations could be placed in the donations box in an envelope provided for the purpose.
7. General house keeping
 - 7.1. Organisers of the event shall be responsible for the setting up the venue for the event.
 - 7.2. Organisers shall ensure that any stocks of goods used from the Vihara (e.g.: Paper cups/plates/serviettes etc.) are replenished at the end of the event.
 - 7.3. Organisers shall ensure that Fire safety measures are observed always during the event.
 - 7.4. It shall be the duty and responsibility of the organisers of the event to obtain public liability insurance for the event. The Vihara is not liable to provide insurance to the event.
8. Cleaning
 - 8.1. The Vihara premises and all areas used for the event shall be cleaned up to its former condition prior to handing over to the Vihara.
 - 8.2. Organisers shall ensure that the toilets and other areas used have been cleaned up and no garbage is left lying around and all lights, air conditioning, or heating units turned off.
 - 8.3. Removal of garbage at the end of the event shall be the responsibility of the organisers. All rubbish bags must be removed from the Vihara premises as the Vihara has no free facility for the disposal of garbage.
 - 8.4. If the kitchen area is used for preparation of food and serving, the organisers shall ensure that all pots, pans, utensils, and other kitchen pantry items are

washed, dried, and put back in their correct places at the end of the day. The kitchen, halls and corridor areas floors shall be swept and cleaned if used for the event.

- 8.5. All desks, chairs, and cushions used for the event shall be returned to their designated places and stacked up in a safe manner.

9. First-aid

- 9.1. The Organisers shall arrange to provide First-Aid at the event and arrange for necessary contingency plans to face emergency situations.

10. Car park and traffic management

- 10.1. Permission to use the premises includes the car park. The organisers shall ensure car park attendants are made available and traffic in surrounding streets managed well if required.

11. Child safety policy

- 11.1. The organisers and/or individuals responsible for the event shall be aware of the BVV Child safety Code of Conduct that has to be adhered to within the Vihara premises. Copies of the Code are displayed on the notice board and available on the website to be downloaded. Ignorance of the organiser's obligations under the code shall not be an excuse for non-observance of same.
- 11.2. Organisers and/or individuals responsible for the event shall ensure that children are not left unattended at the Vihara premises during the event. Children are to be always under the supervision of parents or responsible adults. The Vihara authorities nor the BVV Committee shall be held responsible for any incident or claim against children left unattended.

Event Profile

Please provide the requested information in respect of your planned event and organisers.

Event details

Proposing date/s:

Purpose:

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Nature and plan:

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Number of attendees expected:

Please note, some areas will be common for any event when you use specific halls or rooms, e.g., car park, entrances, corridors, toilets etc. You don't need to indicate those unless there is a specific setup or event happening in that area (for an example, you use the car park for a drive through food donation or use Corridor 1 to serve food to the participants). Please refer to the attached plan in appendix A for the areas.

Areas required for use:

Building A

Main Shrine Room Extension

Small Shrine Room

Hall Room Kitchen

Corridor 1 Corridor 2 Pergola

Outdoor

Car Park Spillover Car Park Area

Stupa Area Bodhi Area

Carport Area 1 Area 2 Area 3

Area 4 Area 5 Area 6 Area 7

Metal Shed Tents / Marquees

Will food preparations be done at the Vihara premises? Yes No

Will attendance of non-resident Venerable monks be required for the event? Yes No

If 'Yes', please provide names:

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Will you undertake to obtain Public Liability Insurance for the event? Yes No

What arrangements will be made for first aid and other emergency situations?

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The period the Vihara premises is to be used - from setting up to hand-over? From Date Time
To Date Time

Organiser(s) details

Organisation name (if any):

Primary contact's full name:

Address: Street Address:

Suburb: Postcode:

State: Country:

Mobile number:

Alternative mobile number:

Email address:

Alternative email address:

Other organisers' names and contacts:
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Declaration:

I/We as the Organisers of the above event, do hereby declare that we have read over and understood our duties, liabilities & responsibilities under the code of conduct for organising the event and agree to abide by the code and keep the Venerable monks, the Vihara Inc. and the BVV Committee free and indemnified of all claims, damages and liabilities arising out of all commissions and omissions committed by us, our invitees, volunteers, guests and visitors during the event.

Signature:
Name:

Date:

FOR OFFICE USE ONLY

Date Received:		Date Processed:	
Decision:		Authorised Officer:	
Notes:			

