



Community Event First Aid Inc. Quote / Booking Request Form

ABN 60 108 980 108

Incorp Reg. No, A0058240V

Bookings Team E-Mail bookings@communityeventfirstaid.org.au
Post PO Box 370 Boolarra 3870
Bryce (East Gippsland) 0407 858 815
John (Latrobe, Equestrian) (03) 5122 3014
Rosie (Other areas) 0431 061 167



Nature of Request ☐ Requesting a booking ☒ Requesting a quote (only)

Organisation

Name				
Postal Address				
Town / Locality	State	VIC	Post code	
E-Mail	Common e-mail across organisation Leave blank if using personal e-mails			
Phone	Organisation phone. Usually this will only apply if there is a landline to a physical office. Leave blank if giving personal phone numbers below.			

Contact Person making request

Name	Position	
E-Mail	Personal (or position) e-mail Leave blank if using organisation e-mail	
Phone	Personal phone	

Invoice To

☐ As Above

Fill in this section if the (eventual) invoice is to be directed to other than the booking contact. Not strictly required if you are only requesting a quote, but it is probably easier to tell us now.

Name	Position	
E-Mail	Personal (or position) e-mail Leave blank if using organisation e-mail	
Phone	Personal phone	

Event

Event Name				
Venue Name				
Venue Address				
Town / Locality	State	VIC	Post code	
Event Website	https://			

Event / Session Times

If your event runs over multiple days at the same venue and with the same activities, risk factors and contacts, you can fill in multiple times below. If your event has sessions at different venues or has different activities, please fill in separate forms for each session. Subsequent forms can omit details that are the same as on the primary form, as long as they are all submitted at the same time. A session can also be nominated as "backup" to the previous session, ie, it will only run if the previous one has to be cancelled due, for example, to weather

Session time requirements vary with events. CEFA can respond to an incident within a few minutes of arriving on site, but takes ½ hour or so to be fully set up *once at our designated location*. Specify only the times you require, we will work out any others.

* First Aid Available – We can respond to an incident, but not ready to receive "general public". Suitable for "bump-in" or warm up

* Fully Set up – Ready for general public eg "gates open", or the start of the event in the case of a race or the like

* Vehicles Static – Some events require no vehicle movements between certain times.

Session	Day (of week)	Date	First Aid Available	Fully Set UP	Vehicles Static	Backup
1						
2						☐ B/Up
3						☐ B/Up

On-site contacts

At the event, CEFA needs at least one (two is better) contact from the organisers, by mobile phone and/or UHF CB

Contact 1

☐ Use primary contact (above)

Name	
Position	
Mobile	☐ By UHF CB

Contact 2

☐ Use primary contact (above)

	☐ By UHF CB

Event Activities (Check all that apply)

Shows, Expos, Festivals, etc.	☐ Static Displays	☐ Working Displays	☐ Food Vendors	☐ Wood Chop	☐ Livestock
	☐ Live Music (Stage)				
	☐ Carnival Rides	Approx. Number	☐ Rides provide own F/A	Leave unchecked unless explicitly known ALL rides will cover their own first aid	
Equestrian	☐ Horse showing	☐ Dressage	☐ Show Jumping	Max. Fence Height	
	☐ Led ☐ Ridden	☐ Stockhorse			
Sport	☐ Walk/Run	Max. Dist. (km)	☐ Aust. Rules	☐ Soccer	☐ Netball ☐ Basketball
	☐ Athletics (incl. short track races)	☐ Swimming	☐ Other		
	Swimming – CEFA provides “poolside” first aid but does not provide in-water rescue				
Motor Sport	☐ Display	☐ Burnouts	☐ Drags - track length	☐ Effective barrier between cars and spectators	
Spectators	☐ Spectators Only	Any event where CEFA is providing first aid for spectators, but not the main activity Examples – High level sport, rodeos, horse racing.			
Other					

Event AssessmentExpected Attendance ☐ < 500 ☐ 500 - 2000 ☐ 2000 - 5000 ☐ Over 5000

Profile	☐ Full Mix	“Full Mix” is fine if your event is open to the general public. If your event targets (a) particular age range(s), please indicate		☐ Family Groups	
	☐ Teenagers	☐ Young Adults	☐ Adults ☐ Elderly	School Groups: ☐ Primary ☐ Secondary	
“Substance” Risks	CEFA does not usually cover events where illicit drugs or excessive alcohol consumption is expected . We do cover events where alcohol consumption is expected to be responsible. We also appreciate that event organisers cannot be completely responsible for behaviour of patrons, and isolated incidents of substance abuse could occur at most events. These risks are what is expected at the event, to assess the likely incidence of problems. If in doubt, please speak to our bookings team.				
	☐ Advertised "drug and alcohol free"	☐ Venue is "no-alcohol"	☐ BYO alcohol permitted		
	Alcohol sold on site: ☐ to restricted area	☐ unrestricted	☐ Illicit drugs or excessive alcohol likely		
Other Services on-site	Indicate any other emergency services that will be on site. Please indicate also if the service is only there for “public outreach” – often the case. Leave “outreach” blank if the service is there “on duty”. Do not include “occasional visits”.				
	☐ Amb. Vic.	☐ Police	☐ CFA	☐ SES	Other:
	☐ Outreach	☐ Outreach	☐ Outreach	☐ Outreach	☐ Security

Event Venue

Shelter	☐ Indoors / Stadium / Under shelter ☐ Outdoors / Open ☐ Both		
Area	☐ Map provided	If you provide a site map, we can work out the rest, but note that to be useful the map must be at least roughly to scale (not just a “sketch”) and show the first aid location	
	☐ Small - all event within 75m of first aid base	☐ Whole event within sight of base ☐ Whole event in one building	
	☐ Extensive	Max distance from F/A base to site boundary	m (Approx – nearest 100m OK)
Type	☐ Confined Area	bounded by fences, or “natural features” such as water ways, with defined entry points	
	☐ Staff/Vols on gates	☐ Ticketed / Entry Fee	
	☐ Open Area	“open access” to public	
	☐ Area bounded by main road	☐ Road Closed	☐ Road Open
	☐ Other	Notes	

Location & Facilities

Select (an) option(s) below for the most viable first aid location(s) for your event.
If you indicate more than one option is possible, we will discuss which will work best.

Best Options
☐ CEFA Trailer

CEFA trailers are "campervan style". They work very well on a grass surface, preferably reasonably flat. They are difficult to manage without pegs, and we don't much like using them on rough gravel or mud (!).
Minimum area required is about 3m by 9m, 5m x 9m is better for a longer event

☐ Venue First Aid Room

Dedicated F/A room, eg associated with a sports venue. We would expect running water, power, to be able to close the room for privacy, and preferably have an examination couch. Such rooms work well if they open directly onto the outside, and particularly onto a verandah where we can set up in public view. Rooms located well inside a building do not work well, as F/A is not immediately visible.

Short, Low Risk Events

All this group applies to low-risk events where significant incidents are unlikely

☐ CEFA supplied marquee

Not a preferred option for us, but we can bring a marquee if necessary

☐ Venue Other Room

A "plain" room (not a specialised first aid room as above)

☐ Venue supplied marquee

If you can provide a marquee for us (without too much effort).

☐ Verandah / Rotunda etc.

This works if it is deep / large enough to hold a table and chairs and a few crates

Mobile
☐ Foot "patrols" from base

Frequency/Notes

CEFA usually runs "foot patrols" from base on an adhoc basis anyway.
Indicate here if you REQUIRE foot patrols to a specific schedule

☐ Mobile - Foot

First aid provision entirely mobile (on foot) – No base.

☐ Mobile - Event Vehicle

First aid provision entirely mobile from an event vehicle

☐ Mobile - CEFA Vehicle

First aid provision entirely mobile from a CEFA vehicle

Surface

☐ Peggable - Grass

☐ Peggable - Gravel

☐ Not Peggable

Applies to CEFA trailers and Marquees

- 1) First Aid needs to be sited in a position that is readily seen by the public attending the event. It is also helpful if the first aiders can get a reasonable view of as much of the site as possible
- 2) PLEASE don't site first aid near generators !
 - We need to be able to hear what patients are telling us
 - If people come to us because they are "feeling unwell", they do not need generator fumes to exacerbate their condition
 - If our first aiders are subject to noise and fumes from generators, they will not be "at the top of their game" by the end of the event.
 - Food vendors seem to be very good at running their generators on extension leads away from their own stalls, with scant regard for other stall holders or first aid !
- 3) If there is a particularly higher risk part of the event (eg show jumping at an ag show), it is good for first aid to be sited with a view of that part of the event.
- 4) If Ambulance Vic is on site providing "outreach", it would be helpful if we were sited near them, as people usually go to them first (and they usually don't have the gear to help)

It is understood it may not be possible to address all of these points simultaneously.

Other requirements / Notes

Any notes, comments or requirements not covered above