



Event Registration Form

Event Registration Form (previously the Liquor Permit Form)

Event Manager Details

Name:

Mobile:

Email:

Staff/student number:

Event Details

Event name:

Event location:

Event start date:

Event end date:

Event start time:

Event end time:

Is the event location licensed?

☐ Licensed

☐ Unlicensed

How many people do you anticipate will attend this event?

☐ < 20

☐ 21-50

☐ 51 – 100

☐ > 101+

Is alcohol being served, sold or supplied at your event?

☐ Yes

☐ No

Is the event BYO?

☐ Yes

☐ No

Is an Occasional Liquor License/ Extended License required?

☐ Yes

☐ No

Will you be providing security at your event?

☐ Yes

☐ No

Event Approval

I agree to comply in all respects with the conditions and regulations for organising and running an event both on and/or off the University Campus.

Event manager:

Date:

This form must be submitted at least

a.) 7 Days Prior to an event; or

b.) 1 month prior for major events / events requiring an Occasional Liquor Licence

This form must be submitted to

a.) The respective venue manager you are seeking permission from, **and**

b.) The Associate Director of Security and Parking

(Phone: 6488 1205, Fax 6488 1144 or scan and email garry.jones@uwa.edu.au)

Consumption of alcohol on campus guidelines are located at: http://www.fm.uwa.edu.au/about/policies/consumption_of_liquor_on_campus

OFFICE USE ONLY☐ APPROVED

NOT APPROVED

The following is required:

Other/s:

Event Management Plan

☐ Yes☐ No

Event Management Plan (low risk)

☐ Yes☐ No

Licensed Crowd Control Staff

☐ Yes☐ No

If yes, how many?

Responsible Service of Alcohol Training is required?

☐ Yes☐ No

Event Management Training is required?

☐ Yes☐ No

Comments:

Consumption of Alcohol on Campus Guidelines**Where alcohol is sold, served, supplied and/or an admission fee is charged**

An Occasional or Extended Licence must be obtained from the Liquor Licensing Division, Phone 9425 1888. (Information on Liquor Licensing is located at <http://www.rgl.wa.gov.au/>)

To obtain an Occasional Licence the event manager must: (in order)

1. Gain approval from either Head of School or the venue manager where the function is to be held
2. Gain approval from the Associate Director, Security and Parking, at least 4 weeks prior to the event
3. Obtain an Occasional Liquor License from the Liquor Licensing Division at least 14 days prior to the event.

NB: LATE APPLICATIONS MAY NOT BE APPROVED

Conditions for consumption of liquor on campus.

1. University Security must be contacted immediately (6488 2222) if police or emergency assistance is required at the event.
2. University Security must be contacted (6488 3020) when the venue is about to be closed after the event.
3. Signs indicating that persons under the age of 18 years are not permitted into the area must be displayed.
4. Alcohol must not be taken into or out from the licensed area.
5. Control must be exercised to ensure that the law is not breached.
6. Contract security staff will be employed to ensure 4 and 5 are guaranteed.
7. The venue must be cleaned immediately after the event and left in a tidy state.
8. All rubbish must be removed by the event manager/s including any banner or signs relating to the event.
9. If an external area is to be used, this area must be fenced or cordoned off so that access cannot be obtained without the authority of the organisers.
10. Consumption of liquor must cease at or before midnight. The venue may remain open until 1:00am to allow the venue to be cleaned.
11. The Event Manager will be responsible for the event.
12. A bond may be required by the Venues Office depending on the size and nature of the function. Where a bond is provided, costs for damage will be deducted. Where a bond is not provided, damage will be assessed and an account sent to the Event Manager.
13. All functions must be conducted under the terms of the Western Accord and its Code of Best Practice. Copies of the Code are available from the Guild or the Manager of Security and Parking.

Manager of Security and Parking: Phone 6488 1205, Fax 6488 1144, Email garry.jones@uwa.edu.au

Venues Office: Phone 6488 1779, Fax 6488 1113, Email venues@admin.uwa.edu.au