

Application to Bring Keep or Consume liquor on site

The University Site Policy regulates the availability of alcohol on University Campuses, and permission is required to bring, keep or consume alcohol on campuses irrespective of whether this is covered by licensing arrangements.

The university requires that where alcohol is provided to patrons it is done so in a responsible manner. It is therefore a requirement that where alcoholic drinks are served, patrons are also provided with low and non-alcoholic drink options, and water and food items.

Function or activity Details

Function Organiser

(This must be an individual who will be responsible for all aspects of the activity)

Telephone

Email

Nature of Function or activity

Venue

Anticipated number

Date

Start Time

Finish Time

Organisation or University Department

Telephone

Email (if different to above)

Liquor details

Will alcohol be for sale*?

Yes**

No

* Sale implies directly or indirectly through tickets, entry fees or any other means.

** If alcohol is for sale, all items in the "Sale of Alcohol" Section must be completed (see over).

What alcohol products will be available?

What low and non-alcohol drinks will be available?

Who will provide alcohol products? (service provider)

How will water be provided?

Who is responsible for catering? (eg. name of caterer)

What food items will be provided?

Declaration

I have sought and obtained relevant permission in respect to use of venues by booking the room through room bookings and advising security and Campus Life Facilities that alcohol is to be served in the venue.

I note that a permit does not absolve me from ensuring compliance with statutory requirements.

I certify that the function will not interfere with the use of the adjoining areas or usual business of the University.

I undertake to comply with all requirements of the Liquor Act pertaining to sale of alcohol and to impose those same conditions, should liquor be available but not for sale.

I note that at least one person is to have RSA qualifications at each point where alcohol is dispensed (bar). Please provide copies of the respective certificates.

Signed

Date

Office Use Only

Approval is given for conduct of the above function.

Signed

Position

Date:

Comments:

To be completed if alcohol products are for sale

Liquor Licence Applications

A Community Liquor Permit must be obtained from the Liquor Administration Unit of the Queensland Government and a copy provided to the University. Further information and an application can be obtained from the Liquor Licensing website.

<http://www.olgr.qld.gov.au>

Please Note; Applications must be made no later than 21 days prior to this event. Applications later than 21 days will not be processed

Sale of Alcohol

Community Liquor Permit Application Submission Date

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Community Liquor Permit Number (if known)

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I undertake to provide a copy of Community Liquor Permit no later than 48 hours prior to the commencement of the function.

Invitees

Only Griffith Staff or Students will attend the function.

Non-Griffith guests will attend by personal invitation only.

Non-Griffith guests will attend by open invitation.

The Function Organiser will need to submit this application in person to:

The Manager

Griffith Food

Level 1, N11 Hub Building

Griffith University

Nathan Campus Q 4111

Will any guest be under 18 years of age?

Yes

No

If Minors are attending, what measures will be in place to ensure compliance with the Liquor Act

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What security arrangements are in place for this event?

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Please send this completed application form via mail or in person to:

The Manager

Griffith Food

Level 1, N11 Hub Building

170 Kessels Road

Griffith University

Nathan Campus Q 4111

Fax 07 3735 3603

Privacy statement

Griffith University collects, stores and uses personal information only for the purposes of administering liquor on site. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at www.griffith.edu.au/ua/aa/vc/pp