

Application to consume or supply liquor on campus

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.

Responsible Service of Alcohol

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, 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

Is this a private# event or is it open to the public##? Private Public##

Private event means that attendance is only possible by verbal or written invitation.

Public event means that anyone can attend. Anyone supplying liquor to the public may be required to have a Permit irrespective of being for sale or not. All items in the "Sales or Supply of Alcohol" Section must be completed (see over)

Will alcohol be for sale*? Yes** No

* Sale implies a charge or fee 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).

It is mandatory to fill in the following questions:

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? (eg. jugs or bottles)

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

What food items will be provided? (must be specific)

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 or supply 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:

Sale or supply of alcohol

Liquor Licence Applications

Community Liquor Permits are required by unlicensed organisations who wish to sell or supply liquor on a temporary or one-off occasion. 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

Do I need a community liquor permit?

If the event is conducted by an 'eligible association' (for example an approved Griffith University Club or Society) and you answer 'yes' to each of the following questions, the Liquor Act does not apply and no liquor permit is required:

- Are all net proceeds used for the benefit of the community/club? Yes No
- Is the supply of liquor secondary to the event? Yes No
- Will liquor be sold for a period of 8 hours or less and between 7am and midnight? Yes No

Are you an 'eligible' association?

An association is an eligible association if it is a non-profit entity for the event and you answer 'no' to each of the following questions

Has the entity or an executive officer been given a non-compliance notice under Section 14 (C) (3) of the Liquor Act in the last 6 months?

Yes No

Is/was the entity or an executive officer a licensee or permittee who, within the last 5 years, has:

- Been given an urgent suspension notice under the Liquor Act? or
- Been convicted of a breach of sections 148A (2), 148A(4), 156 or 169 (1) of the Liquor Act? or
- Breached a condition of a licence or permit regarding minimising alcohol related disturbances or public disorder? Yes No

It should be noted that an eligible association does not have to be incorporated, nor does it have to be registered with the Australian Charities and Not-for-profits Commission.

If you don't meet the above criteria you will need to apply for a **Community Liquor Permit**.

Sale or Supply of Alcohol

Community Liquor Permit Application Submission Date

Community Liquor Permit Number (if known)

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.

Minors

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

Security

What security arrangements are in place for this event?

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