

APPLICATION FOR FUNCTION

SECTION 1

Applicant / Event Manager: _____

Contact Phone Number: _____ Contact Phone During Event: _____

Body / Department: _____ Address: _____

Name / Type of Function _____ Reason for Function: _____

Location: _____ Estimated Attendance: _____

Estimated number consuming alcohol: _____

Date of Function: / / Day _____ Time From: _____ To: _____

Is alcohol being supplied but NOT SOLD? Yes No or

Is any alcohol to be SOLD or entry fee charged for alcohol: Yes No

If yes, a General Purpose Permit must be gained

<https://www.olgr.qld.gov.au/secure/clp/apply>

Is General Purpose Permit Application attached? Yes No N/A

Permit Conditions:

- General Purpose Permit must be displayed in prominent position at event

- A copy of the General Purpose Permit must be forwarded to the Security Manager , (Townsville) **via JCU Security at the Student Mall or sent to AlcoholConsumptionTownsville@jcu.edu.au; Fax: 47 81 5944**); or the Operations Manager, Facilities Management Office (Cairns) **AlcoholConsumptionCairns@jcu.edu.au; Fax: 40 42 1057** or for other locations to the relevant head of the facility prior to event.

SECTION 2

An applicant must complete all sections of this form.

I/We have read and understood the Consumption of Alcohol on University Property Policy and undertake to ensure that the policy is adhered to in the conduct of our function.
http://www.jcu.edu.au/policy/allatoh/JCUEV_007162.html

I/We note that promotional material and advertisements for functions must comply with Liquor Licensing requirements and must also meet JCU's requirements to ensure safety on campus and should not emphasise the availability of alcohol, refer to the amount of alcohol available or encourage in any way the excessive consumption of alcohol.

I/We have organised alcohol servers for our function who have been trained in the responsible service of alcohol.

I/We have nominated at least two people to be designated organisers/non-drinkers who will be present at all times during our function.

What measures have been put in place to identify minors? _____

Names of designated organisers of the function to be contacted at all times during the function:

Name: _____ Mobile No: _____ Email: _____

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The application/applications must be lodged with the Security Manager, Townsville via JCU Security at the Student Mall or sent to AlcoholConsumptionTownsville@jcu.edu.au Fax: 47 81 5944); **for Townsville or the Operations Manager, Facilities Management Office, Cairns AlcoholConsumptionCairns@jcu.edu.au** or for other locations to the relevant head of facility.

- For a function where liquor is to be consumed – AT LEAST ONE WEEK before the date of the function;
- For a function where liquor is to be sold – AT LEAST FOUR WEEKS before date of function.

APPLICATION FOR FUNCTION

SECTION 3

3.1 Liquor Licences

Will alcohol be available at the event?

- No** – Alcohol will not be served or consumed at the event
- Yes** – BYO alcohol will be allowed to be consumed at the event
- Yes** – Alcohol will be sold or supplied in entry ticket at the event

If yes: - Are non-alcoholic drinks or water also available? Yes No

3.2 Food Licences

Is food being provided at the event?

- No** – Food will not be served or consumed at the event
- Yes** - State type of food provided: _____

If yes, and food is being prepared in an area other than a registered kitchen, a Food Handlers Certificate may be required.

3.3 Venue: Is the event in a closed room or are open areas of the university being used?

Room Open area Location: _____

If in an open area, are fences or barriers being erected to enclose event area? Yes No N/A

3.4 Noise

- Will there be a band / DJ / recorded music? Yes No N/A
- What steps have been taken to minimize noise? _____
- Have nearby departments / colleges been notified of the event? Yes No N/A

3.5 Security (Licensed Crowd Controllers)

How many licensed crowd controllers have been arranged for this event/function? Number..... None N/A

Before approval is given a risk assessment will be undertaken on each application by the JCU Security Section. (see policy for guidelines)

Name of Security Provider: _____ Contact Number: _____

SECTION 4 Agreement/Approvals

Agreement by Applicant/Event Manager

I seek approval for the **consumption of liquor** at the above-named function, and undertake to ensure that **no liquor will be sold thereat or charge made per person** for the supply of liquor.

Signature: _____ Date: _____ or

I seek approval for **the sale, supply and consumption of liquor** at the above-named function, and I/we will not allow anything to be done which will be a breach of the Liquor Licensing Permit or render the Permit liable to forfeiture .

I/we will notify the Security Manager of any incident or circumstances arising relevant to the holding of the Permit in connection with the event eg complaints , assaults , injuries , police visits .”

Signature: _____ Date: _____

Agreement by Applicant

I/We undertake to accept full responsibility for the proposed Function and as outlined in Section 2 & 3; to ensure that all requirements of the University’s Alcohol, Noise and Harassment policies are observed; that the premises will be cleaned immediately afterwards; and that I/we will not consume alcohol prior to or at the Function.

I/We agree to forward a copy of the General Purpose Permit to the Executive Security Manager, (Townsville) [via JCU Security at the Student Mall](mailto:Security@jcu.edu.au) or sent to AlcoholConsumptionTownsville@jcu.edu.au Fax: 4781 5944) or the Operations Manager, Facilities Management Office (Cairns) AlcoholConsumptionCairns@jcu.edu.au or for other locations to the **relevant head of the facility** prior to the event.

Signature: _____ Date: _____

Agreement of appropriate Head of School/Director to proposed location and period of function.

Signature _____ Name: _____ Position _____ Date: _____

Decision of Security Manager or for locations other than Townsville or Cairns the **relevant head of facility**.

Approved / Not Approved Signature: _____ Date: _____

Any approval is subject to and conditional upon the applicant obtaining a general purpose permit from Liquor Licensing Division prior to the function (if alcohol is being sold or an entry fee being charged).