

## APPLICATION TO HOLD A FUNCTION ON CAMPUS

All function applications must be reviewed and approved by the authorising body (see overleaf) **prior** to being forwarded to the Functions on Campus team. The Functions on Campus team require a complete application form (including all relevant supporting documentation – refer to checklist at the end of this document) 14 working days' notice prior to an event. **Important Note:** If a licence to serve/sell alcohol is required, 21 working days' notice is required. If these timeframes are not adhered to, an application may be declined by the Functions on Campus team.

Applications should be sent to: [functionsoncampus@anu.edu.au](mailto:functionsoncampus@anu.edu.au)

### ORGANISER: (Please complete all fields)

Name of organisation:

Name of contact officer:

Position title of contact officer:

University ID:

Telephone number:

Mobile number:

Email:

### NAME, DATE AND TIME OF EVENT:

Name of event:

Day & Date of event:

Time of event: Event Set-up from to

Event activity from to

Event Take down from to

### LOCATION OF EVENT:

Will the event be held on campus? **YES / NO**

If on campus, is it inside a building? **YES / NO** Indicate the Building

Bldg No.

Room No.

If on campus, is it outside? **YES / NO** Indicate the Campus location (please provide grid reference using ANU campus map if possible)

Proposed boundaries of the event being held on campus:

If off campus, where is it being held?

**(Note: where it is proposed that a University event will be held off campus, relevant property holders, organisations, Government bodies, etc, as well as the sponsoring Officer (eg. Dean or Director) are to be advised of the event details.)**

### DETAILED DESCRIPTION OF EVENT:

What is the target age group?

How many attendees are expected?

Is the event open to ANU only? **YES / NO**

Is the event an open invitation? **YES / NO**

Is the event sponsored/sanctioned by an official ANU body/group i.e. ANUSA, ANU Department, ANU Residence? **YES / NO**

Provide details of which organisation:

**Authorising body:**

Printed Name & signature of ANU group authorising officer:

Signature of ANU group authorising officer: \_\_\_\_\_

**Note: ANUSA affiliated groups need signature from ANUSA executive, residential groups from Head or Dean. Only applications sponsored by a University department, PARSA or ANUSA and affiliated organisations will be considered for approval.**

**RISK ASSESSMENT MANAGEMENT PLAN (RAMP):**

**You should submit a Risk Assessment Management Plan (RAMP) of your event with the submission of this form.** A RAMP will be required if:

1. liquor will be available at the event;
2. the event impacts on pedestrian or vehicular movement; or
3. If numbers attending exceed 50 participants

**SPONSORSHIP:**

Is the event sponsored by an outside organisation? **YES / NO**

If you have selected "Yes" provide the name and background of the sponsoring organisation and their connection to this function:

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**EVENT ADVERTISING:**

Indicate how the event will be advertised (tick as many boxes as appropriate):

- ☐ TV
- ☐ Radio
- ☐ Email
- ☐ Poster
- ☐ ANU Bulletin Board
- ☐ Other (please indicate how):
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Where advertising material is to appear on campus, a copy must be provided with this application. No advertising should occur on campus before approval is granted. If advertising material is to contain reference to the University (other than as an address), it must be approved by Marketing and Communications before it is used.

Posters may only be displayed on the following notice boards by University departments, campus based businesses, members of staff and students:

1. Union court
2. Corner of Hayden Allen Building and Hanna Neuman Building
3. Haydon Allen/Copland Archway
4. Crisp/Copland Archway

Please note: Material displayed on these notice boards must not promote any illegal activity, contravene any local or federal legislation or be likely to cause offence.

**MUSIC / NOISE:**

Will the event include music or the generation of noise? **YES / NO**

**Note:** Please be aware that the University has a curfew in relation to music being played on campus. Music can only be played in the Union Court area between the hours of 12.00hrs and 14.00hrs. Organisers accept responsibility for excessive noise or loud music by their event. Complaints of loud music will be responded to with an immediate direction by ANU Security to lower the sound source to an acceptable level. Failure to act appropriately could lead to the power supply being terminated and the event shut down.

## FOOD:

If food is provided as part of the function activities, details must be provided below.

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**Note:** food supplied in open air events on campus will typically be provided free of charge to patrons by the organisers unless permission is granted to include a charge or donation.

## PORTABLE BBQ'S:

Portable BBQ'S may be available through ANUSA via email on [sa.studentspace@anu.edu.au](mailto:sa.studentspace@anu.edu.au) or alternatively through Student Space on 6125 2444. BBQ keys are available for collection from ANUSA located in the Brian Kenyon Student Space (across from the ANU Arts Centre). Outside working hours keys are available for collection from ANU Security. Telephone Security on 6125 2249 (Extension 52249 if calling internally)

## FIXED BBQ'S ON CAMPUS:

Fixed BBQ bookings are made through the Functions on Campus team and your preference must be indicated below (please circle):

BBQ'S	LOCATION
Willows Oval	North Road ( <b>Prior approval must be sought from Sport and Rec Assoc.</b> )
R.G. Menzies (South Lawn)	Corner of Garran Road and Fellows Road
South Oval	Behind China in the World Building 188
Copland Courtyard	LF Crisp Building 26
Fellows Oval	Denis Winston Walk and Sullivans Creek

## TOTAL FIRE BAN:

In the event of a Total Fire Ban BBQ functions and functions at the Forestry Fire Pit will **not be permitted** on Campus. **Please note:** Under no circumstances are accelerants to be used on any of the BBQ'S held on campus.

## FIRE PIT BOOKINGS:

**Please note:** The curfew for all functions at the Fire Pit is 11.00pm. Gardens and Grounds do not provide wood for the Fire pit. No treated fire wood is to be used in the fire.

Please do not move any of the large seating logs or place them in the Forestry Fire Pit. Any damage to these logs will result in reimbursement for damages being sought. Groups are advised the fire will need to be extinguished completely. If you have any issues/concerns please contact ANU Security on (02) 6125 2249 or alternatively Functions on Campus on (02) 6125 9301.

## LIQUOR:

Applicants intending to sell or supply liquor **must** read the ANU Liquor Statute 2015:

<http://www.comlaw.gov.au/Details/F2015L00498>

### **APPLICATION TO SELL OR SUPPLY LIQUOR**

Section 5.1 of the ANU Liquor Statute states that liquor must not be sold, supplied or purchased in an exempt University building or in the grounds of the University without the written authorisation of the Director of Facilities and Services or Delegate.

Does the applicant wish to apply to supply or sell liquor at the event? **YES / NO**

Applicants, please note that section 5.8 of the *ANU Liquor Statute 2015* states:

*"It is a condition of an authorisation under subsection 5.1 or 5.3 that, if the applicant is not the University or a representative of the University or an affiliated residential college, the authorisation does not have effect unless a licence or permit (as the case requires) is issued under the ACT Act permitting the sale or supply of liquor in the exempt University building or part of the grounds of the University, and during the period, to which the authorisation under subsection 5.1 or 5.3 relates.*

*[Note: it is intended that a person acting in an official capacity as a representative of an arm of the University, such as the ANU College of Arts and Social Sciences, be regarded as a representative of the University for the purposes of subsection 5.8.]"*

### **If the applicant is not the University or a representative of the University an ACT Liquor Licence or Permit will be required**

(please refer to the following link for more information: <http://www.ors.act.gov.au/community/liquor>).

Once your application to sell or supply liquor has been authorised in accordance with section 5 of the ANU Liquor Statute the Functions on Campus team will notify the ACT Office of Regulatory Services (ACT ORS).

Once you have received your licence or permit from the ACT ORS, please forward a copy to [functionsoncampus@anu.edu.au](mailto:functionsoncampus@anu.edu.au).

Liquor events require the presence of an RSA certified representative.

**Please note that the consumption of liquor is NOT permitted in exempt University buildings or in the grounds of the University, without the prior written authorisation of the Director, Facilities and Services or delegate.**

**Submission of this form does NOT constitute written authorisation by the ANU – written authorisation, or otherwise, by the ANU will be notified to the function contact officer in writing by the Director, Facilities and Services.**

**Approval to hold a function with alcohol must adhere with the following caveats:**

**Beer/Wine Only, No Glass and a Water Station to be provided**

### **APPLICATION TO ADVERTISE LIQUOR**

Section 7.3 of the ANU Liquor Statute states that a person must not, without the approval of the Director, advertise within the University:

- (a) the sale or supply of liquor,
- (b) or an event in relation to which liquor is to be sold or supplied,
- (c) whether the sale, supply or event is to take place within the University or not.

A person may apply, via this form, to the Director seeking approval to advertise as set out under section 7 of the ANU Liquor Statute.

Does the applicant wish to apply to advertise the sale or supply of liquor? **YES / NO**

Does the applicant wish to apply to advertise an event in relation to which liquor is to be sold or supplied? **YES / NO**

If the answer is yes to either of the above, please specify the details regarding the sale, supply and/or event and attach a copy of the advertisement: \_\_\_\_\_

Note:

- An application to advertise must be made not later than 48 hours before the commencement of the event (section 7.2(b) of the ANU Liquor Statute).
- Advertising material in relation to the sale of liquor or an event must not promote or encourage the consumption of liquor as the primary activity or purpose of the event (section 7.4 of the ANU Liquor Statute).
- However, to avoid doubt, subsection 7.4 does not prohibit the advertising of an event such as a wine appreciation dinner or happy hour where liquor is to be sold or supplied at a reduced price for a short period (section 7.5 of the ANU Liquor Statute)
- Where the advertising of liquor is **not related** to an event on the ANU campus an Application to Advertise Liquor with the University form must be completed.

([https://services.anu.edu.au/files/guidance/liquor\\_advertising\\_application\\_10\\_april\\_2015.pdf](https://services.anu.edu.au/files/guidance/liquor_advertising_application_10_april_2015.pdf))

Approval may be given by the Australian National University to the advertising an external event on University property. However, the University has not given approval for the event itself or approval for participation by staff or students. The University does not endorse the event in any way. The University accepts no liability or responsibility for any loss, damage or harm suffered by those who participate in the event. The ANU reserves the right to withdraw approval for the advertising of this event without notice

### **BYO EVENTS:**

Approval by the Director of Facilities and Services (or delegated authority) is not required for the consumption of BYO alcohol at an event at which no more than 20 people are present.

### **INSURANCE AND OTHER ARRANGEMENTS:**

**A Certificate of Currency for public liability insurance is required from any external contractor providing a service at your event, eg external catering, bouncing castles etc.**

Name/s of external caterer/subcontractor

What amount of public liability insurance do you hold? \$

Does your public liability insurance cover the event? **YES / NO**

Please provide a certificate of currency with this application if necessary.

Note: if you do not hold public liability insurance, which covers the event, the University may require you to take out such insurance before the event takes place.

### **ADDITIONAL SERVICES:**

**What arrangements have been made for the following services if needed as part of the function?**

**Power** **YES / NO**

Do you require an F&S Electrician to assist you with power? **YES / NO**

If so, what assistance do you require?

If power is required, outline your power requirements

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**Street/Oval Lighting** YES / NO

If so, advise what arrangements have been made to ensure adequate lighting:

**Security** - are officers required YES / NO

If so, how many officers are required

**Cleaning** YES / NO

Will extra cleaning services be required?

### **TRAFFIC & PARKING:**

**Volunteers, contractors, event staff and invited guests are required to park vehicles in compliance with University Rules**

Will your event impact on Campus traffic? YES / NO

If so, please describe how:

### **GARDENS AND GROUNDS:**

**Please note: Separate approval is required in relation to the erection/pegging of tents and digging on campus.**

Please provide details of any impact on the environment and/or gardens and grounds.

### **INDEMNITY (FOR NON-INTERNAL ANU EVENTS):**

I agree that my organisation takes full and complete responsibility for the proposed event. I indemnify the Australian National University for all loss, damage cost, expense, or claim arising out of the use of the event. I agree that I will comply with all applicable University policies, including the *Advertising, Sale, Supply, and Consumption of Liquor Policy*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**It should be noted that the University reserves the right to request further details and information in relation to the event, including risk assessments, to enable a decision as to whether the function may or may not gain approval to proceed at the University.**

### **Event Organiser Checklist**

Please ensure you have:

<input type="checkbox"/>	Contacted Venue Hire for room bookings
<input type="checkbox"/>	Signed approvals and indemnity
<input type="checkbox"/>	Attached all applications forms
<input type="checkbox"/>	Attached your Risk Assessment Management Plan (RAMP)
<input type="checkbox"/>	Included advertising material (ie Poster)
<input type="checkbox"/>	Attached Certificate of Currency for caterers
<input type="checkbox"/>	Contacted the ORS to apply for a liquor permit
<input type="checkbox"/>	Considered and indicated all additional services