

Student Group-Club-Society Function Application

Date Submitted: _____

City East
 City West
 Magill
 Mawson Lakes
 Whyalla
 Mt Gambier

Name of Group: _____

Is your Group affiliated with USASA or UniSA Sport? Yes No Email: _____

Contact Persons Name (please print): _____ Phone: _____ Student ID: _____

Rooms/Area Requested for Use: _____

Day: _____ Date: _____ Start Time: _____ Finish Time: _____

Expected Number Attending: _____ for the purpose of: _____

Have any high profile guests been invited to attend (eg Ministers, Mayors) Yes No

If yes, please give details: _____

Name of Contact Person on Day of Function: _____ Mobile: _____

If this is an Academic Unit function approval must be given by the General Manager: _____

Name

Signature

Are External Guests/Representatives/Sponsors/Exhibitors being invited to attend this function? Yes No

If yes, please complete and attach a FM-156 External Guests/Representatives/Sponsors/Exhibitors on University Grounds form.

Outdoor Kitchens are now located at City East, Magill and Mawson Lakes – for bookings please lodge a

FM-157 Form – please note this is separate to booking UniSA Barbeque facilities

Due to recent changes by [Consumer and Business Services](#) please ensure you complete the Alcohol Checklist, Page 2 to determine if you are required to lodge an application for a Limited Licence.

Alcohol permission requested:

Yes

No (Alcohol Checklist not required)

I undertake that:

- An Online [Application for Limited Licence](#) (Liquor Licensing Act 1997) will NOT be submitted to Consumer and Business Services until this function approval form bears the written approval of the Campus Facilities Manager.
- A copy of the Consumer and Business Services Limited Licence will be presented to FM Assist.
- No person under the age of 18 will be permitted to consume alcohol.
- Alcohol will not be offered for sale
- An Admission charge is
 - Not applicable
 - Is applicable \$ _____
- All drinks will be served in plastic cups with no glass containers.
- A copy of the Limited Licence **will be** displayed in a prominent position during the function.
- Local Police have been advised the function is being held.
- I/We will comply with all conditions as per the Limited Licence.

Are UniSA Barbecue Facilities required Yes No

Number of Hot Plates 1 2 3
(MLK Only)

I undertake that:

- I have read, understood and will abide by the Electric Barbecue Usage Agreement.

I have read, understood and will abide by the Food Act 2001 and will meet the requirements of the Australian New Zealand Food Standards Code. Food will be stored, cooked and served in hygienic conditions.

(Refer <http://www.comlaw.gov.au/Details/F2014C01204>)

- The barbecues will be operated in accordance with the Barbecue Operating Instructions provided with the key at the time of use.
- The facilities will be left clean and tidy.

Signature

Date

Signature

Date

The University is committed to providing and maintaining a safe and healthy environment for staff, students, and visitors, and as such activities or functions held on campus will be undertaken in compliance with the University's By Laws and Safety and Well Being Procedures and Guidelines including the procedure for Drugs and Alcohol. **

OFFICE USE ONLY

Group affiliation confirmed: Yes No

Room/Area/BBQ Facilities _____ Booked by FM Assist Staff Yes No

Alcohol permission granted Yes No Limited Licence provided to FM Assist Yes No

Special Conditions 1 **Where portable barbecues are in use users must supply and use ground sheets to protect paving/concrete**

2 _____

Campus Facilities Manager Approved Not Approved

Name and Signature : _____ Date: _____

(Campus Facilities Manager or nominee)

Reason Not Approved: _____

THIS APPROVAL MUST BE CARRIED WITH YOU AT SET UP AND DURING THE FUNCTION AND MUST BE PRODUCED WHEN REQUESTED BY AN AUTHORISED PERSON.

ALCOHOL CHECKLIST

Is Alcohol being sold at this Event? Yes No

Is an admission charge or 'offerings for sale' at this Event? Yes No

Is this Event being catered for by external providers? Yes No

If you have answered **YES** to any of the above questions you may need to apply to Consumer and Business Services for a Limited Liquor Licence.

As of 1st January 2017 Consumer and Business Services will only accept an online [Application for Limited Licence](#).

Please ensure:

- Online Limited Licence Applications with the approval of the Campus Facilities Manager are lodged with Consumer and Business Services at least:
 - 14 days prior to your event
 - For large commercial or high risk events (festivals, multi-day events) 60 days prior to your event.
- A copy of the Limited Licence is presented to FM Assist.
- The Limited Licence must be displayed at the Event.
- If this Event is being catered and alcohol consumed please provide a current copy of the Caterers Liquor Licence prior to the Event.

Security for Events:

- The issue of a Limited License by Consumer and Business Services may also stipulate security/crowd control as a requirement.
- The Campus Facilities Manager will assess this application and may also deem security/crowd control a necessity. If Security staff are required this will be arranged by FM Assist and the cost will be borne by the applicant.
- Under no circumstances can it be assumed that University of South Australia Security staff can be used or referred to as crowd controllers for planned events/functions.