



APPLICATION TO HOLD A FUNCTION ON CAMPUS

Please ensure that your complete application is submitted with 14 working days' notice prior to your function. If a liquor license is required, please submit with 21 working days' notice. If you require assistance to complete the form, please contact our team via email on functionsoncampus@anu.edu.au or alternatively on (02) 6125 4000.

1. ORGANISER

Name of organisation:	
Name of contact officer:	
Position title of contact officer:	
Phone number:	
Email address:	

2. NAME, DATE AND TIME OF FUNCTION:

Function name:	
Function date:	
Time of function:	Function set-up from:
	Function activity from:
	Function pack-down from:

3. FUNCTION DESCRIPTION:

Please provide a detailed description of your function:	
Target age group:	
Number of expected attendees:	
Is the function open to ANU only?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the function an open invitation?	YES <input type="checkbox"/> NO <input type="checkbox"/>

4. FUNCTION LOCATION:

Will it take place inside a building?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please submit the venue booking details with this application.</i>
Will it take place outside?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please submit a mud map showing exact location with this application.</i>
Do you wish to book the Forestry fire pit for your function?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please note the following conditions of use:</i> <ul style="list-style-type: none">• Curfew is 11:00pm.• Wood is to be supplied by the organiser.• No alcohol is permitted.• A 20-minute 'sit and wait' period after extinguishing the fire is required.• Bookings are cancelled on days of total fire ban.

5. SPONSORSHIP:

Is the function sponsored/sanctioned by an internal ANU body/group?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, detail which ANU body/group.</i>
Is the function sponsored by an external (non-ANU) organisation?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, detail which external organisation and their connection to this function.</i>



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6. ADVERTISING:

Will you advertise this function on campus?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please submit a copy of all advertising with this application. No advertising is permitted to occur before function approval is granted.</i>
Does your advertising use the ANU logo, or refer to the University (other than an address)?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please seek prior approval from the Marketing and Communications Office.</i>
Do you wish to advertise the sale or supply of liquor?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please submit a copy of all advertising with this application. Refer to the ANU Liquor Statute for information regarding advertising restrictions that may apply.</i>

7. MUSIC / FILM SCREENING / NOISE:

Will the function include music or the generation of noise?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will the event include a film screening?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please ensure you comply with the correct licensing requirements.</i>

8. FOOD:

Will food be provided as part of the function?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please submit a Certificate of Currency (Public Liability Insurance) for all external food providers with this application. A minimum of \$20million PLI is required.</i>
Will you be using a portable gas BBQ or LP gas cylinder BBQ?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please refer to the Portable Gas BBQ and LP Gas Cylinder Operating Procedures and Pre-Assembly Safety Check.</i>
Do you wish to book a fixed BBQ on campus?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please indicate which barbeque you wish to book:</i> <input type="checkbox"/> Willows Oval (North Rd – book through ANU Sport) <input type="checkbox"/> Menzies Oval (cnr Garran and Fellows Rd) <input type="checkbox"/> South Oval (next to China in the World building) <input type="checkbox"/> Copland Courtyard (LF Crisp building #26) <input type="checkbox"/> Fellows Oval (cnr Denis Winston Walk and Sullivans Creek)

9. LIQUOR:

Do you wish to apply to sell or supply liquor at the function?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please read the ANU Liquor Statute. Approval to sell or supply liquor will only be confirmed when the function application is endorsed in writing by the Chief Campus Environment Officer, Campus Environment.</i>
Will an external provider/caterer provide the liquor?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, a liquor permit for your function may be required.</i>

10. THIRD PARTY CONTRACTORS:

Will third party contractors (other than food and liquor caterers) provide a service at the function?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please submit a copy of their Certificate of Currency with this application and ensure they complete the contractor induction.</i>
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11. ADDITIONAL SERVICES/APPROVALS:

Do you require additional services or approvals for your function?	<input type="checkbox"/> Power <input type="checkbox"/> Lighting
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	<input type="checkbox"/> Security <input type="checkbox"/> Cleaning <input type="checkbox"/> Bollard removal <input type="checkbox"/> Interruption to traffic/pedestrian movement <input type="checkbox"/> Impact on gardens and/or grounds <i>If yes, please provide more details about the additional services or approvals required.</i>
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12. RISK ASSESSMENT MANAGEMENT PLAN (RAMP):

Will your function feature any of these triggers?	<input type="checkbox"/> Liquor <input type="checkbox"/> Catering <input type="checkbox"/> Impact on pedestrian/vehicular movement <input type="checkbox"/> Underage attendees <input type="checkbox"/> More than 50 attendees <input type="checkbox"/> External (non-ANU) organiser <i>If yes, please complete a RAMP using the WHS Handbook template.</i>
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13. AUTHORISING BODY/INDEMNITY:

Only applications sponsored by a University department, PARSA or ANUSA and affiliated organisations will be considered for approval. For external organisations, authorisation must be sought through Functions on Campus.

Name of ANU authorising officer:	
Signature of ANU authorising officer:	
I agree that I/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.	
	Name: Signature: Date:

Please submit your completed application to functionsoncampus@anu.edu.au.