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

Please ensure that all components of the application form are completed. Incomplete forms will not be accepted and processed by the functions on campus team. If you require assistance to complete the form, please contact our team via email on functionsoncampus@anu.edu.au or alternatively on (02) 6125 9361.

ORGANISER: (Please complete all fields)

Name of organisation:

Name of contact officer: Position title of contact officer:

University ID:

Telephone number: Mobile number:

Email address:

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 following:

Building Name and Number: ________________________ Room No: ____________

Important Note: Please attach Venue Hire room booking confirmation to this application.

If on campus, is it outside? YES / NO

Indicate the Campus location (please provide exact location by marking on a mud map and submit marked mud map as a separate file when submitting the functions application form).

Proposed boundaries of the event being held on campus:

The entity/person booking the room/venue agrees to use the room/venue for the purpose as identified in the booking form. If the room/venue is found to be used for an activity that is not in line with that agreed, the entity/person making the booking may be banned from booking any room/venue for a period as determined by the Director of Facilities and Services.
Will the event require removal of bollards to gain access to the location?  **YES / N0**

**Please note:** the removal of bollards require a minimum 72 hours’ notice (e.g. events held at Chifley Meadows). Short notice requests may be declined.

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 / N0**

Is the event an open invitation?  **YES / N0**

Is the event sponsored/sanctioned by an official ANU body/group i.e. ANUSA, ANU Department, ANU Residence?  **YES / N0**

Provide details of which organisation:

**Authorising body:**

*Note: ANUSA affiliated groups need an authorising body signature from an ANUSA executive, a Head or Dean of a residential group. For staff run events, authorising officer has been defined as a either a Dean, Director or Head of Hall. For external organisations, authorising body signatory must be arranged through Functions on Campus as authority must come from the Director, Facilities and Services.*

*Only applications sponsored by a University department, PARSA or ANUSA and affiliated organisations will be considered for approval.*

Name of ANU group authorising officer (Please print): __________________________________________

Signature of ANU group authorising officer: ________________________________________________

**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 / N0**

If you have selected “Yes” provide the name and background of the sponsoring organisation and their connection to this function:
EVENT ADVERTISING:
Indicate how the event will be advertised (tick as many boxes as appropriate):
☐ TV
☐ Radio
☐ Email
☐ Poster
☐ ANU Bulletin
☐ Other (please indicate how):

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.

Please note: A certificate of currency must be provided by all external providers (ie catering companies)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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 or alternatively through Student Space on 6125 2444. Should you require assistance 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):

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

**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 9361.

**LIQUOR:**

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


**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)
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: https://www.accesscanberra.act.gov.au).

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 Access Canberra.

Once you have received your licence or permit from the Access Canberra, please forward a copy to 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.


Approval maybe 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 / N0**
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**
Do you require an F&S Electrician to assist you with power? **YES / N0**
If the assistance of an F&S Electrician is required, outline your power requirements and supporting documentation:

_____________________________________________________________________________________
_____________________________________________________________________________________

An additional cost may be incurred for any late submissions for power requests to the Functions on Campus team.

**Street/Oval Lighting** **YES / N0**
If so, advise what arrangements have been made to ensure adequate lighting:

**Security** - are officers required **YES / N0** If so, how many officers are required

**Cleaning** **YES / N0** 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.

Event organiser Name (Please Print): ________________________________________________
Signature of Event organiser: ___________________________ Date: ________________

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:

- [ ] Contacted Venue Hire for room bookings
- [ ] Signed approvals and indemnity
- [ ] Attached all applications forms
- [ ] Attached your Risk Assessment Management Plan (RAMP)
- [ ] Included advertising material (ie Poster)
- [ ] Attached Certificate of Currency for caterers
- [ ] Contacted the Access Canberra to apply for a liquor permit
- [ ] Considered and indicated all additional services