APPLICATION TO HOLD A FUNCTION AT THE FORESTRY FIRE PIT
EXCLUDES THE SALE OR SUPPLY OF ALCOHOL AND THE SALE OF FOOD

Please note: All Forestry Fire pit applications must be reviewed and approved by the authorising body
(where appropriate) prior to being forwarded to the Functions on Campus team. The Functions on Campus
team require 14 days’ notice prior to the event. The Forestry Fire Pit Curfew is 11.00pm.

ORGANISER: (Please complete all fields)
Name of organisation:
Name of contact officer: Position title of contact officer: University ID:
Telephone number: Mobile number: Fax 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

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 of ANU group authorising officer: (See note) ____________________________________________
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.
It should be noted that the University reserves the right to request further information in relation to the event, including risk assessments, to enable a decision as to whether the function may or may be approved.

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):

______________________________________________________________________________________________________

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.

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 BBQs held on campus.

Relevant URLs:

https://services.anu.edu.au/business-units/facilities-services-division

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.