

1. Do I also need to make a venue booking?

Function organisers must complete their venue booking prior to completing the Functions on Campus Application and will need to attach venue booking confirmation to the FoC Application. Only the following venues can be booked via the **FoC eForm**:

- Barbeques (Including R.G Menzies (South Lawn), South oval, Copland Courtyard and Fellows oval.)
- Chifley Meadow
- Ovals
- Forestry Fire Pit

2. What is the deadline for completion of my FoC Application?

The FoC Application must be completed and approved prior to your event. The following timeline should be used as a guide for FoC Application submission:

| Nature of Function | The FoC Application must be completed no later than |
|--|---|
| Fewer than 20 attendees | The day before the date of the function |
| Functions involving the sale, supply, purchase and consumption of liquor | 21 working days prior to the date of the function |
| Functions not involving the sale, supply, purchase and consumption of liquor | 14 working days prior to the date of the function |

3. What do I need to do if food and entertainment is to be available at the Function?

You are responsible for ensuring that food vendors or entertainment providers have adequate, current insurance policies. You will need written evidence of these to attach to your FoC application. You may need evidence of current public liability and/or professional indemnity policies. Further information can be found in the [Functions on Campus Terms and Conditions](#).

Note: You should ensure that the third party service providers have the relevant qualifications, for example, first aid or instructors' certificates where appropriate.

4. Do I need a licence to show a movie?

If you are screening a movie for a society, friends or family it is considered as a performance in public and you may require a non-theatric licence. There are a number of distributors of non-theatric licensed films. It is the responsibility of the Function Organiser to ensure compliance with copyright law requirements.

Non-theatric licensed films are available from the following organisations:
<http://www.nfsa.gov.au/collection/screening-loans/>,

<http://www.amalgamatedmovies.com/>, or Jaffa Room (contactable at (08) 92271571). Alternatively, you may be able to rent the ANU Film Group's licence.

5. What do I need to do if alcohol will be sold, supplied or consumed at the Function?

The provision of liquor by a third party or by groups other than University staff will require an ACT liquor permit (available from [Access Canberra](#)) in addition to approval by the University.

A liquor permit is not required for ANU staff organised functions that include the sale, supply, service or consumption of liquor that are approved by the Director, Facilities and Services. The Director, Facilities and Services has officially delegated authority to the Deans and Directors to approve functions in exempt buildings and surrounding grounds (as defined in the [ANU Liquor Statute](#)). The eForm will automatically generate a request for this approval to the appropriate Delegate (i.e. Dean or Director).

Responsible Services of Alcohol (RSA) regulations must be adhered to when holding a function on campus.

6. What if I want to advertise my function on campus?

Regardless of whether your Function is going to be held in a University building, on campus grounds, or is to be held off campus, you must obtain authorisation by completing a FoC eForm application before you can advertise on campus. The eForm will prompt you for information about your advertising material and direct you to the appropriate channels if required. External organisers should complete the paper based [Application to advertise liquor](#).

7. When do I have to submit a Risk Assessment Management Plan (RAMP)

The eForm will prompt you for questions to develop your RAMP during the application process. For paper applications you will need to submit a RAMP if indicated in the paper form.

8. What else do I need to consider?

If your Function is going to involve the following, you will need to complete the appropriate section in the FoC application.

- Music or live bands
- Portable BBQs
- Erecting tents or marquees

The FoC team may be able to assist with additional services, such as:

- Temporary power;
- Street or oval lighting;

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- Cleaning;
- Security; and/or
- Traffic co-ordination.

Please note that you may incur additional charges for these additional services.

For more information and/or assistance with coordinating these, please contact [Functions on campus](#).

9. Where can I access further information?

Further information can be obtained by emailing [Functions on campus](#) or calling the FoC team on + 61 2 6125 4000 (x54000)