



**APPLICATION FOR PERMISSION
TO KEEP OR CONSUME INTOXICATING LIQUOR ON SITE**

PF100

**Please complete the forward the signed form to Manager Security, Property & Facilities Division (P&F)
at least 14 days prior to the event - Fax: 336 51600 Email: seo@pf.uq.edu.au**

Function or Activity Details

Function: _____ Date: ____ / ____ / ____

Location/Venue: _____ Times: _____ am/pm to: _____ am/pm

Body/Group: _____

Convenor: _____ Convenor's Address: _____
(This must be an individual who will be responsible for all aspects of the activity)

Convenor's E-mail Address: _____ Convenor's Contact Phone No: _____

Approx. number of people to attend function: Students: ____ female Staff: ____ female Non-University: ____ female
____ male ____ male ____ male

Will the function be advertised? YES NO (tick one)
(If yes, please attach advertising material for approval)

Liquor Details

If liquor is to be supplied (directly sold or indirectly through tickets, entry/admission charges or any other means) a Community Liquor Permit may be required. After assessment of this application you will be informed by Security if you require a Community Liquor Permit for your function.

The Community Liquor Permit can be obtained from the Queensland Government Office of Liquor and Gaming Regulation (OLGR). For more information refer: <http://www.olgr.qld.gov.au>.

All bar servers must be RSA approved. Please attach a copy of the current certification for approval.

Number of bar servers: _____

Briefly indicate type of server training or experience: (eg. Patron Care): _____

Certificate supplied to Security

Food must be supplied at every function where alcohol is served.

Briefly describe the type of food to be provided: _____

Item	Quantities Requested (litres)	P&F Office Use Only Quantities Approved
Beer / Cider		
Light Beer		
Wine		
Spirits		
Non Alcoholic drinks		

Please refer to the Event Approval and Control procedures UQ PPL 7.30.01 <http://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control> Section 7.3 for the maximum allowable quantities of liquor – these will be calculated on the basis of the amounts per person and that 20% of very light or non-drinkers will be assumed.

- **The University will not authorise any functions with a BYO alcohol (bring your own) policy.**
- **Non-alcoholic beverages and food must be available at all functions and water must be provided free of charge at every function.**
- **Liquor cannot be sold to or supplied to any person under the age of 18 years or to any intoxicated person.**

Basis of Approval

- Under the provisions of the Senate Rules Site By-Laws No.10, the written permission of the Vice-Chancellor is required before an individual may bring, keep or consume intoxicating liquor on any University site (except licensed premises).
- Approval will only be given for compliance within the NHMRC Guidelines and the combination of drinks requested must be within the Guideline limits - <http://www.nhmrc.gov.au/your-health/alcohol-guidelines>.
 - For general quantity guidance only please refer to http://www.nhmrc.gov.au/files/nhmrc/file/your_health/healthy/alcohol/std-drinks-large.jpg and <http://www.qld.gov.au/transport/safety/road-safety/drink-driving/drink-responsibly/index.html>
- Alcohol quantity compliance may be checked on site by the Office of Liquor and Gaming Regulation or the Qld Police. A range of fines may be given to anyone organising and/or attending the event for any non-compliance breaches.
- In accordance to UQ's commitment to the safe consumption of alcohol compliance with UQ PPL documents 2.60.01 Alcohol, Smoking and Other Drugs Policy <http://ppl.app.uq.edu.au/content/2.60.01-alcohol-smoking-and-other-drugs> and 7.30.01 Event Approval and Control procedures <http://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control> must be met.
- The function must not interfere or disturb the use of the adjoining areas or usual business of the University and that an appropriate standard of conduct is maintained: i.e. University/Union property is protected; littering is minimised; noise restrictions are adhered to; legal requirements are met (e.g. licences/permits are obtained where applicable); and all other requirements of University Policies and Procedures are met.
- External security service may be required upon assessment of application.
- Security reserves the right to shut down any function.

Declaration – Obligations of the Convenor – Please Tick and Sign Declaration

The Convenor of this event is responsible for all aspects of the function/activity. As Convenor of this function/activity, I have read and agreed to comply with the conditions set out in the:

- UQ Policy document: 2.60.01 Alcohol, Smoking and Other Drugs Policy <http://ppl.app.uq.edu.au/content/2.60.01-alcohol-smoking-and-other-drugs> and 7.30.01 Event Approval and Control procedures <http://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control>
- OLGR Liquor Licensing Compliance: <http://www.olgr.qld.gov.au>
- NHMRC Alcohol Guidelines: <http://www.nhmrc.gov.au/your-health/alcohol-guidelines>

As Convenor of this event:

- I note that a permit does not absolve me from ensuring compliance with statutory requirements.
- I certify that the function will not interfere or disturb the use of the adjoining areas or usual business of the University.
- I will comply with all direction by UQ Security.
- I undertake to comply with all requirements of the Liquor Act pertaining to carrying (storage), sale or supply of alcohol and to impose those same conditions, should liquor be available but not for sale.

_____/_____/_____
Signature of Convenor Date Print Name UQ Student/Staff Number (if applicable)

Authority Responsible for Function Approval

Comments of Authority Responsible for Function Area (e.g. Campus Manager, Union Manager, Head of School, Dean) if applicable:

General remarks on conduct at previous function: _____

Signed: _____ Position: _____ Date: ____/____/____

Approval (P&F Office Use Only)			
Community Liquor Permit required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Applicable <input type="checkbox"/> Convenor Informed: _____ (date)
Community Liquor Permit received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Applicable <input type="checkbox"/> Licence Number : _____
Advertising:	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Security Section Approval:	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	
Special approval conditions/comments/history: _____			
_____/_____/_____ Manager Security	_____/_____/_____ Date	_____/_____/_____ DPF/ADAS approval	_____/_____/_____ Date
Convenor Notified of Approval Decision _____ Date			