

**APPLICATION FOR PERMISSION
TO KEEP OR CONSUME INTOXICATING LIQUOR ON SITE**
Function: _____ **Date:** ____ / ____ / ____

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

Body: _____ **Convenor:** _____

Convenor's Address: _____ **Contact Phone No:** _____

Number expected: Students: _____ female
 _____ male Staff: _____ female
 _____ male Non-University: _____ female
 _____ male

 Is liquor to be **sold** (directly or indirectly) at the function? Yes No
(If yes, a Liquor Licence must be obtained from Dept of Tourism, Small Business & Industry and a copy must be supplied)

Briefly describe the type of food to be provided: _____

What kinds of non-alcoholic drink will be available? _____

 Will the function be advertised? **YES** **NO** (circle one) (If yes, please attach material for approval) Number of bar servers: _____

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

Name of approved external security service (if applicable): _____

Item	Quantity Requested (litres)
Beer (light)	
Beer	
Wine	
Spirits	

The combination of drinks requested is within the limits set out on the reverse of this form.

 I have read and agree to comply with the conditions set out in the document *Alcohol on University Sites – Policy and Guidelines* and on the reverse of this form.

Note: Assume 26oz bottle = ¾ litre; 1 carton beer = 9 litres;
 5 gal keg = 23 litres; 9 gal keg = 41 litres

Signature of Convenor _____

Date
COMMENTS OF AUTHORITY RESPONSIBLE FOR FUNCTION AREA (eg Union Manager, Head of Dept, Dean):

General remarks on conduct at previous function: _____

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

SECURITY SECTION COMMENTS:

Convenor/Body past function history comments: _____

 Has the Liquor licence/Permit sighted? **YES** **NO** **Not Applicable** **Licence Number:** _____

 Manager Security: Recommended Not Recommended
Signature: _____ **Date:** ____ / ____ / ____

APPROVALS
Advertising: Approved Not Approved Not Applicable

Item	Quantity Approved (litres)
Beer (light)	
Beer	
Wine	
Spirits	

Special conditions/comments: _____

Secretary & Registrar _____
Date

APPLICATION TO KEEP OR CONSUME LIQUOR ON SITE

1 The Vice-Chancellor’s Permission is Necessary

Under the provisions of s.10 of Statute No: 13, 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). The Secretary and Registrar has delegated authority to give such permission where the application is in accordance with the University’s policies. **For all University sites applications should be submitted to the Operations Manager, Property & Facilities Division, St Lucia Campus 4072.** Alcohol must not be sold directly or indirectly (eg through an admission charge or tickets to the function) on University sites unless the relevant licence or permit has been obtained from the Licensing Commission. The Commission will not approve an application for a licence unless the prior approval of the University has been obtained by the applicant.

2 Basis of Approval

In considering applications, account will be taken of compliance with University policies and procedures as set out in the document *Alcohol, Tobacco, Smoking and Other Drugs Policy HUPP 2.25.3 and Events Planning Guidelines HUPP 7.30.1*. as well as the following:

- Nature of the function (eg ball, social);
- Expected length of function (eg 5-6pm, 7pm-midnight etc);
- Nature of group (eg staff, students, visitors);
- Conduct at previous functions conducted by the same body;
- Whether the number attending is excessive for the function room.

3 All organisers should read the *Alcohol, Tobacco, Smoking and Other Drugs Policy HUPP 2.25.3 and Events Planning Guidelines HUPP 7.30.1*.

4 Level of Approval

The maximum amount of liquor likely to be approved for a function will be well below the level likely to result in a blood alcohol concentration of 0.05. Applications will be assess on the following basis:

Maximum Allowable Quantities of Liquor at Functions on University Sites

The maximum allowable quantities of liquor will be calculated on the basis of the amounts per person set out in (a) or (b) below: (20% of very light or non-drinkers will be assumed).

a) Where male/female attendance is known:

Type of Liquor	First 1½ hours		Each hour extra	
	Alcohol (grams)	Liquor (litres)	Alcohol (grams)	Liquor (litres)
For Males:				
Beer – light	30	1.5	10	0.5
Beer	30	0.75	10	0.3
Wine	30	0.4	10	0.15
Spirits	30	0.1	10	0.04
For Females:				
Beer – light	20	1.0	7	0.3
Beer	20	0.5	7	0.2
Wine	20	0.25	7	0.1
Spirits	20	0.06	7	0.02

b) Where male/female attendance is not known: (assuming 50:50 ratio)

Type of Liquor	First 1½ hours		Each hour extra	
	Alcohol (grams)	Liquor (litres)	Alcohol (grams)	Liquor (litres)
Beer – light	20	1.25	8.5	0.4
Beer	20	0.60	8.5	0.2
Wine	20	0.3	8.5	0.1
Spirits	20	0.08	8.5	0.03

5 Obligations of the Convenor

The convenor of the function will be held responsible for the correct application of those Conditions described under the *Alcohol, Tobacco, Smoking and Other Drugs Policy HUPP 2.25.3 and Events Planning Guidelines HUPP 7.30.1*. Approval is given on the basis that an appropriate standard of conduct is maintained; University/Union property is protected; littering is minimised; legal requirements are met (eg licences/permits are obtained where applicable); and all other requirements of University policies and procedures are met.

Liquor is not to be sold to OR supplied to any person under the age of 18 years or to any intoxicated person.

6 Noise

As noise carries easily to higher ground such as Highgate Hill (St Lucia campus) and disturbs shift workers and others who retire early, the following restrictions apply to outdoor functions:

- a) any amplifying device is to be pointed to the centre of the University and not to neighbours;
- b) an amplifying device is NOT to be used at any time when classes are scheduled on the site;
- c) if the convenor or any person associated with amplification of noise is informed by security staff that a complaint has been received, the noise level must be reduced to a low level. If a second complaint is received, all amplification must cease immediately on direction of security staff;
- d) amplification of sound must cease by 10:00pm.

Indoor functions are to observe 6(b) and 6(c) above.

7 Time for Submitting Application

The following conditions apply when submitting an application for approval:

- a) Functions to be held on licensed premises. Immediate notification to the Security Section.
- b) Permission to hold function requiring a licence, should be obtained from the Secretary and Registrar four (4) weeks in advance (for more detail see *Alcohol, Tobacco, Smoking and Other Drugs Policy HUPP 2.25.3 and Events Planning Guidelines HUPP 7.30.1*.)
- c) Functions not requiring a licence/permit at which alcohol will be available. The Secretary and Registrar requires a minimum of seven (7) working days notice of function.

8 Procedure After Approval

The original application will be returned to the convenor and one copy will be sent to the Security Section for information.

Douglas Porter
Secretary and Registrar