



## LIQUOR PERMIT

Please return this form to the Venues Office who will submit it to the Security Office on your behalf **at least 7 Days Prior** to your Function. Functions requiring an occasional Liquor Licence must be lodged at the Security Office **at least 21 days prior** to the event (See next page).

**'Consumption of Liquor on Campus' guidelines are located at: -**  
[http://www.fm.uwa.edu.au/about/policies/consumption\\_of\\_liquor\\_on\\_campus](http://www.fm.uwa.edu.au/about/policies/consumption_of_liquor_on_campus)

1. Approval is hereby given for.....  
(Name of group or club)

2. To hold a social function.....  
(Describe)

3. In .....  
(Specify venue)

4. On.....  
(Day and date)

5. Liquor to be consumed between ..... And .....  
(Hours) (Hours)

6. Number of persons attending .....

7. Organiser/s.....

8. Address .....

..... Post Code ..... Phone/Mobile .....

MBDP..... Fax .....

9. Liquor to be served Yes ☐ No ☐ No Occasional/Extended Licence Required ☐

10. BYO Liquor Yes ☐ No ☐ No Occasional/Extended Licence Required ☐

11. Liquor to be sold Yes ☐ No ☐ No Occasional/Extended Licence Required ☐

12. Admission Charge \$..... No ☐ No Occasional/Extended Licence Required ☐

13. Number of Licensed Crowd Control Staff required  
(one for every 50 persons attending, minimum of two or as agreed by the Security Manager) .....N/A

[http://www.fm.uwa.edu.au/\\_data/page/14982/Preferred\\_Contractors.pdf](http://www.fm.uwa.edu.au/_data/page/14982/Preferred_Contractors.pdf)

14. Crowd Control/Security Company (From FM preferred Contractors list) .....

15. I/We agree to comply in all respects with the conditions for Consumption of Liquor on the University Campus (see next page).

Organiser/s.....

Signature/s..... Date .....

**Please note that this permit does not constitute a Venue Booking Form. A Venue Booking Form must be completed.**

16. Head of School/Section/Guild/Residential College (Where the function is to be held)

Authorised by ..... (Signature)

Title ..... Name ..... Date .....

17. Manger, Security and Parking

Approved/Not Approved..... Date .....

## **GUIDELINES FOR OBTAINING LIQUOR PERMITS**

### **WHERE ALCOHOL IS SOLD OR AN ADMISSION FEE IS CHARGED**

Where 1) alcohol is sold 2) an admission fee is charged or 3) there is some pecuniary gain to the organisers of a function, an Occasional or Extended Licence must be obtained from the Liquor Licensing Division: Hyatt Centre, 87 Adelaide Terrace, Perth – Phone 9425 1888. Information on Liquor Licensing is located at: -

<http://www.orgl.wa.gov.au/m/index.php?option=content&task=section&id=12&Itemid=50>

To obtain an Occasional Licence, the Liquor Permit Form must be, in order: 1) Authorised by Head of School or person responsible for the venue where the function is to be held 2) Presented to the Manager, Security and Parking **at least 21 days prior to the event** for approval. 3) Presented to the Liquor Licensing Division **at least 14 days prior to the event** for approval. The permit must be accompanied by a diagram of the venue showing 1) the name of the building 2) its location on campus 3) North-South directional markings and 4) location of nearby car parks. The area where liquor is to be consumed should be highlighted.

### **NB: LATE APPLICATIONS MAY NOT BE APPROVED**

### **WHERE ALCOHOL IS SERVED ONLY**

1 If you wish to book a venue, obtain and complete a Venues Booking Form obtainable from the Venues Office, Sport and Recreation Association, Guild or School secretaries. The Booking Form must be authorised by Head of the School where the function is to be held. Fax or deliver the authorised form to the Venues Office. A copy of the approved booking form will be sent to the organiser.

2 Present Liquor Permit Form to the Manager, Security and Parking for approval at least **7 days** prior to the event. A diagram of the venue is not required. An authorised copy of the Liquor Permit Form will be forwarded to the organiser.

### **CONDITIONS FOR CONSUMPTION OF LIQUOR ON CAMPUS**

- 1) University Security must be contacted immediately on **6488 2222** if police or emergency assistance is required at the event.
- 2) University Security must be contacted on 6488 3020 when the venue is about to be closed after the event.
- 3) Signs indicating that persons under the age of 18 years are not permitted into the area must be provided.
- 4) Alcohol must not be taken into or out from the licensed area.
- 5) Proper control must be exercised to ensure that the law is not breached.
- 6) Contract security staff will be employed to ensure 4 and 5 are guaranteed.
- 7) The venue must be cleaned immediately after the event and left in a tidy state.
- 8) All rubbish must be removed by the organiser of the function including any banner, poster or sign relating to the event.
- 9) If an external area is to be used, this area must be fenced or cordoned off so that access cannot be obtained without the authority of the organisers.
- 10) Consumption of liquor must cease at or before midnight. The venue may remain open until 1:00am to allow the venue to be cleaned.
- 11) The organiser of the function will be responsible for the event.
- 12) A bond may be required by the Venues Office depending on the size and nature of the function. Where a bond is provided, costs for damage will be deducted. Where a bond is not provided, damage will be assessed and an account sent to the function organisers.
- 13) All functions must be conducted under the terms of the Western Accord and its Code of Best Practice. Copies of the Code are available from the Guild or the Manager, Security and Parking.

**Manager, Security and Parking**  
**Phone 6488 1205, Fax 6488 1144, Email: [garry.jones@uwa.edu.au](mailto:garry.jones@uwa.edu.au)**  
**Administration East Building –North east corner of campus, off Car park 1**

**Venues Officer, Timetabling & Venues Unit**  
**Phone 6488 5900 or 6488 1779, Fax 6488 1113**  
**Email: [weddings@admin.uwa.edu.au](mailto:weddings@admin.uwa.edu.au)**