APPLICATION TO HOLD A FUNCTION ON CAMPUS

The Functions on Campus team require a complete application form (including all relevant supporting documentation – refer to checklist at the end of this document) 14 working days’ notice prior to an event. If a licence to serve/sell alcohol is required, 21 working days’ notice is required. If these timeframes are not adhered to, an application may be declined by the Functions on Campus team. Applications must be sent to: functionsoncampus@anu.edu.au

Please ensure that all components of the application form are completed. Incomplete forms will not be accepted. If you require assistance to complete the form, please contact our team via email on functionsoncampus@anu.edu.au or alternatively on (02) 6125 4000.

ORGANISER: (Please complete all fields)
Name of organisation:
Name of contact officer: Position title of contact officer:
University ID#: If you have a U# please use the eForm system
Telephone number: Mobile number:
Email address:

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: ______________

LOCATION OF EVENT:
Will the event be held on campus? YES / NO
If on campus, is it inside a building? YES / NO
Building Name and Number: ________________________ Room No: ______________
Please attach Venue Hire room booking confirmation to this application.
If on campus, is it outside? YES / NO  Location: ________________________
Indicate the Campus location (please provide exact location by marking on a mud map and submit marked mud map as a separate file when submitting the functions application form).
If off campus, where is it being held: ______________________________________
(Note: where it is proposed that a University event will be held off campus, relevant property holders, organisations,
Government bodies, etc, as well as the sponsoring Officer (eg. Dean or Director) are to be advised of the event details.

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: _________________________________

SPONSORSHIP:

Is the event sponsored by an outside organisation?  YES / NO

If you have selected “Yes” provide the name and background of the sponsoring organisation and their connection to this function:

_____________________________________________________________________________________

Authorising body:

• Staff run Functions: Authorising officer has been defined as a either a Dean, Director or Head of Hall.
• External organisations: Authorising body signatory must be arranged through Functions on Campus as authority must come from the Director, Facilities and Services. If alternative sponsorship is available signatory must be defined by either Dean or Director.
• Residential Halls/Colleges: Authorising body signatory must be Dean or Head or Hall/College.

Only applications sponsored by a University department, PARSA or ANUSA and affiliated organisations will be considered for approval.

Name of ANU authorising officer: _______________________________________

Signature of ANU authorising officer:  ___________________________________________

RISK ASSESSMENT MANAGEMENT PLAN (RAMP):

You should submit a Risk Assessment Management Plan (RAMP) of your event with the submission of this form.

A RAMP will be required if:

1. Liquor will be available at the event; and/or
2. Catering will be available at the event; and/or
3. The event impacts on pedestrian or vehicular movement; and/or
4. If attendees are under the age of 18 years old; and/or
5. If numbers attending exceed 50 participants
EVENT ADVERTISING:
Indicate how the event will be advertised (Select as many as appropriate):
TV  RADIO  EMAIL  POSTER  ANU BULLETIN  OTHER (Please indicate):

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. Corner of Hayden Allen Building and Building #145
2. Haydon Allen/Copland Archway
3. Crisp/Copland Archway

Material displayed on these notice boards must not promote any illegal activity, contravene any local or federal legislation or be likely to cause offence.

MUSIC / FILM SCREENING / NOISE:
Will the event include music or the generation of noise?  YES / NO
Will the event include a film screening?  YES / NO

You may require clearance and a licence for any music or film/videos performed or played at Functions. It is the responsibility of the Function organiser to ensure compliance to correct licensing and clearance requirements. For more information see http://apraamcos.com.au/music-customers/licence-types/event-licences/ and https://www.screenrights.org/screen-audiences/screenrights-licences/ or ensure that you have an appropriate licence from the rights owner of the media that you are using.

Please be aware that the University has a curfew in relation to music being played on campus. Music can only be played in the Kambri Precinct between the hours of 12.00pm and 12am Monday-Friday. Organisers accept responsibility for excessive noise or loud music by their event. Complaints of loud music will be responded to with an immediate direction by ANU Security to lower the sound source to an acceptable level. Failure to act appropriately could lead to Function shut down.

FOOD:
If food is provided as part of the function activities, details must be provided below. A minimum of 20Million PLI is required for food and beverage caterers.

A certificate of currency must be provided by all external providers (i.e. catering companies)

Food supplied in open air events on campus will typically be provided free of charge to patrons by the organisers unless permission is granted to include a charge or donation.

PORTABLE BBQS:
Portable BBQ’S may be available through ANUSA via email on sa.studentspace@anu.edu.au or alternatively through Student Space on 6125 2444. Should you require assistance telephone Security on 6125 2249 (Extension #52249)

BBQs OR LP GAS CYLINDER ON CAMPUS:
Will you be using a portable gas BBQ or LP Gas Cylinder? **YES / N0**

If yes, please refer to the Portable Gas BBQ and LP Gas Cylinder Operating Procedures and Pre-Assembly Safety Check for Function Organisers and Operators:


Fixed BBQ bookings are made through the Functions on Campus team and your preference must be indicated below (please circle):

<table>
<thead>
<tr>
<th>BBQs</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willows Oval</td>
<td>North Road <em>(Prior approval must be sought from Sport and Rec Assoc.)</em></td>
</tr>
<tr>
<td>R.G. Menzies (South Lawn)</td>
<td>Corner of Garran Road and Fellows Road</td>
</tr>
<tr>
<td>South Oval</td>
<td>Behind China in the World Building 188</td>
</tr>
<tr>
<td>Copland Courtyard</td>
<td>LF Crisp Building 26</td>
</tr>
<tr>
<td>Fellows Oval</td>
<td>Denis Winston Walk and Sullivans Creek</td>
</tr>
</tbody>
</table>

Under no circumstances are accelerants to be used on any of the BBQs held on campus

**TOTAL FIRE BAN:**

In the event of a Total Fire Ban BBQ functions and functions with LP gas bottles as well as functions at the Forestry Fire Pit will **NOT** be permitted on Campus.

**FIRE PIT BOOKINGS:** The curfew for all functions at the Fire Pit is 11.00pm. Gardens and Grounds do not provide wood for the Fire Pit. No treated fire wood is to be used in the fire. No liquor is to be consumed at any Fire Pit Functions for safety reasons. Please do not move any of the large seating logs or place them in the Forestry Fire Pit. Any damage to these logs will result in reimbursement for damages from Function Organisers. Groups are advised the fire will need to be extinguished completely, with a 20 minute ‘sit and wait’ once fire is extinguished. If you have any issues/concerns please contact ANU Security on (02) 6125 2249 or alternatively Functions on Campus on (02) 6125 4000.

**LIQUOR:**

Applicants intending to sell or supply or consume liquor **must** read the ANU Liquor Statute 2015:


Section 5.1 of the ANU Liquor Statute states that liquor must not be sold, supplied or purchased in an exempt University building or in the grounds of the University without the written authorisation of the Director of Facilities and Services.

Does the applicant wish to apply to supply or sell liquor at the event? **YES / N0**

Applicants, please note that section 5.8 of the **ANU Liquor Statute 2015** states:

"It is a condition of an authorisation under subsection 5.1 or 5.3 that, if the applicant is not the University or a representative of the University or an affiliated residential college, the authorisation does not have effect unless a licence or permit (as the case requires) is issued under the ACT Act permitting the sale or supply of liquor in the exempt University building or part of the grounds of the University, and during the period, to which the authorisation under subsection 5.1 or 5.3 relates."
If the applicant is not the University or a representative of the University an ACT Liquor Licence or Permit will be required (please refer to the following link for more information: https://www.accesscanberra.act.gov.au).

Once your application to sell or supply liquor has been authorised in accordance with section 5 of the ANU Liquor Statute the Functions on Campus team will notify Access Canberra.

Once you have received your licence or permit from the Access Canberra, please forward a copy to functionsoncampus@anu.edu.au. Liquor events require the presence of an RSA certified representative serving the liquor to attendees.

Please note that the consumption of liquor is NOT permitted in exempt University buildings or in the grounds of the University, without the prior written authorisation of the Director, Facilities and Services.

Submission of this form does NOT constitute written authorisation by the ANU – written authorisation, or otherwise, by the ANU will be notified to the function contact officer in writing by the Director, Facilities and Services.

**Beer/Wine Only, No Glass and a Water Station and food must be provided**

**APPLICATION TO ADVERTISE LIQUOR:**

A person may apply, via this form, to the Director – Facilities and Services seeking approval to advertise as set out under section 7 of the **ANU Liquor Statute 2015**.

Does the applicant wish to apply to advertise the sale or supply of liquor? **YES / NO**

Does the applicant wish to apply to advertise an event in relation to which liquor is to be sold or supplied? **YES / NO**

If yes to either of the above, please specify the details regarding the sale, supply and/or event and attach a copy of the advertisement:

- An application to advertise must be made not later than 48 hours before the commencement of the event (section 7.2(b) of the ANU Liquor Statute).
- Advertising material in relation to the sale of liquor or an event must not promote or encourage the consumption of liquor as the primary activity or purpose of the event (section 7.4 of the ANU Liquor Statute).
- However, to avoid doubt, subsection 7.4 does not prohibit the advertising of an event such as a wine appreciation dinner or happy hour where liquor is to be sold or supplied at a reduced price for a short period (section 7.5 of the ANU Liquor Statute)
- Where the advertising of liquor is not related to an event on the ANU campus an Application to Advertise Liquor with the University form must be completed.
  
  (https://services.anu.edu.au/files/guidance/liquor_advertising_application_10_april_2015.pdf)

Approval maybe given by the Australian National University to the advertising an external event on University property. However, the University has not given approval for the event itself or approval for participation by staff or students. The University does not endorse the event in any way. The University accepts no liability or responsibility for any loss, damage or harm suffered by those who participate in the event. The ANU reserves the right to withdraw approval for the advertising of this event without notice.

**BYO EVENTS:**
Approval by the Director of Facilities and Services (or delegated authority) is not required for the consumption of BYO alcohol at an event at which no more than 20 people are present.

**INSURANCE AND OTHER ARRANGEMENTS:**

A Certificate of Currency for public liability insurance is required from any external contractor providing a service at your event, e.g. external catering, bouncing castles etc.

Name/s of external caterer/subcontractor: _________________________________________________________

What amount of public liability insurance do you hold? $

Does your public liability insurance cover the event? **YES / N0**

If you do not hold public liability insurance, which covers the event, the University may require you to take out such insurance before the event takes place.

**ADDITIONAL SERVICES:**

What arrangements have been made for the following services if needed as part of the function?

**Power**

Do you require an F&S Electrician to assist you with power? **YES / N0**

If the assistance of an F&S Electrician is required, outline your power requirements and supporting documentation:

_____________________________________________________________________________________

_____________________________________________________________________________________

**Street/Oval Lighting** **YES / N0** If yes, advise what arrangements have been made to ensure adequate lighting:

**Security** **YES / N0** If yes, how many officers are required?: __________

**Cleaning** **YES / N0** Will extra cleaning services be required?: __________

**Will the event require removal of bollards to gain access to the location?** **YES / N0**

The removal of bollards require a minimum 72 hours' notice (e.g. events held at Chifley Meadows). Short notice requests may be declined.

**TRAFFIC & PARKING:**

Volunteers, contractors, event staff and invited guests are required to park vehicles in compliance with University Rules Will your event impact on Campus traffic? **YES / N0**

If yes, please describe how:

_____________________________________________________________________________________

**GARDENS AND GROUNDS:**

Approval is required in relation to the erection of tents and digging on campus.

Please provide details of any impact on the environment and/or gardens and grounds including ovals, gardens, roads and footpaths

_____________________________________________________________________________________

**APPLICATION FOR THE RETAIL SALE OF BOOKS:**

Will the sale of new or second hand books occur during your Function? **YES / N0**

If yes, what is the title of the book? ______________
Who is the publisher? _____________
How many books are you expecting to sell? ____________
Retail cost of the item? _____________
Are the published items new or second-hand? ______________
Will the author be present during the Function? ____________

This includes the sale of all Published Items; new and second hand.

**INDEMNITY FOR STUDENT AND EXTERNAL ORGANISED FUNCTIONS:**

I agree that I/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.

Event organiser Name (Please Print): ______________________________________________
Signature of Event organiser: __________________________________ Date: ________________

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.

**Event Organiser Checklist**

- [ ] Contacted Venue Hire for room bookings and attached a booking confirmation
- [ ] Signed all approvals and indemnity on this application form
- [ ] Attached Certificate of Currency for all third party providers; caterers, jumping castles, furniture hire etc.
- [ ] Attached your Risk Assessment Management Plan (RAMP)
- [ ] Included advertising material (i.e. Poster)
- [ ] Attached Mud Map of Function area
- [ ] Contacted Access Canberra to apply for a liquor permit
- [ ] Considered and indicated all additional services