UNIVERSITY OF SOUTH AUSTRALIA

CAMPUS SERVICES

CS12

STUDENT GROUP/CLUB/SOCIETY FUNCTION APPROVAL

Date Submitted:_____

☐City East ☐City West ☐Magill ☐Mawson Lakes ☐Whyalla ☐ Other _____
(ie FLC/101 Currie St)

Name of Group: _____

Is your Group affiliated with UniLife? Yes ☐ No ☐ Number of affiliated members: _____

Contact Persons Name (please print):_____ Phone_____ Student ID_____

Rooms/Area Requested for Use:_____

Day:_____ Date:_____ Start Time:_____ Finish Time: _____

Expected Number Attending:_____ for the purpose of: _____

Have any high profile guests been invited to attend (eg Ministers, Mayors) ☐ Yes ☐ No
If yes, please give details: _____

Name of Contact Person on Day of Function:_____ Mobile:_____

If this is a School function approval must be given by the Head of School _____ _____
Name *Signature*

Are Representatives/Sponsors/Exhibitors being invited to attend this function? **Yes ☐** **No ☐**
If Yes, please complete and attach a CS56 Representatives/Sponsors/Exhibitors on University Grounds form.

Alcohol permission requested: Yes / No

I undertake that:

- An Application for Limited Licence (Liquor Licensing Act 1997) will be submitted with the CS12 to the Campus Facilities Manager for authorisation and forwarded to Office of Liquor and Gambling Commision at least **14 days** prior to the event
(Refer http://www.olgc.sa.gov.au/default.asp?action=limited_licence&menu=liquor)
- Upon approval a copy of the Limited Licence will be presented to FM Assist
- No person under the age of 18 will be permitted to consume alcohol.
- Alcohol will not be offered for sale
- An Admission charge is
  - ☐ Not applicable
  - ☐ Is applicable $ _____
- All drinks will be served in plastic cups with no glass containers.
- A copy of the Limited Licence **will be** displayed in a prominent position during the function.
- Local Police have been advised the function is being held.
- I/We will comply with all conditions as per the Limited Licence.
- Note: Functions will NOT be approved without the approval of the Campus Facilities Manager and the Office of the Liquor Gambling Commissioner.

_____ _____
Signature Date

Are UniSA Barbecue Facilities required Yes / No

Number of Hot Plates 1 2 3

I undertake that: *(MLK Only)*

- I have read, understood and will abide by the Electric Barbecue Usage Agreement.
- I have read, understood and will abide by the Food Act 2001 and will meet the requirements of the Australian New Zealand Food Standards Code. Food will be stored, cooked and served in hygienic conditions.
(Refer http://www.dh.sa.gov.au/pehs/Food/food-charities.htm)
- The barbecues will be operated in accordance with the Barbecue Operating Instructions provided with the key at the time of use.
- The facilities will be left clean and tidy.

_____ _____
Signature Date

The University is committed to providing and maintaining a safe and healthy environment for staff, students, and visitors, and as such activities or functions held on campus will be undertaken in compliance with the University's By-laws and Occupational Health Safety and Welfare procedures (http://www.unisa.edu.au/ohsw/procedures/default.asp) including the procedure for Drugs and Alcohol.

OFFICE USE ONLY

Group affiliation confirmed: *Yes*☐ *No*☐

Room/Area/BBQ Facilities _____ *Booked by FM Assist Staff* *Yes*☐ *No*☐

Application for a Limited Licence completed *Yes*☐ *No*☐ *Alcohol permission granted* *Yes*☐ *No*☐

Special Conditions **1** ***Where portable barbecues are in use users must supply and use ground sheets to protect paving/concrete***

2 _____

Campus Facilities Manager *Approved* ☐ *Not Approved* ☐

Name and Signature :_____ ***Date:***_____
(Campus Facilities Manager or nominee)

Reason Not Approved: _____

Copies to: Applicant ☐ *Security* ☐ *Grounds* ☐ *Commercial Services Manager* ☐ *Other* ☐ *Original to be retained by FM Assist.* ☐

THIS APPROVAL MUST BE CARRIED WITH YOU AT SET UP AND DURING THE FUNCTION AND MUST BE PRODUCED WHEN REQUESTED BY AN AUTHORISED PERSON.

UPON COMPLETION PLEASE SUBMIT THIS FORM TO THE RELEVANT CAMPUS SERVICES OFFICE