



## Liquor Permit Application

The Murdoch University Liquor Permit serves to cover social functions that fall within one of the following two categories:

- |                                     |  |
|-------------------------------------|--|
| <p><b>(A)</b></p> <p><b>(B)</b></p> | <p><b>Event is a small function comprising of 100 attendees or less and alcohol service is no more than 2 hours duration finishing before 10pm.</b></p> <p><b>Event is a small function comprising of 75 attendees or less and alcohol service is no more than 4 hours duration finishing before 10pm.</b></p> |
|-------------------------------------|--|

If your social function does not fall within the parameters of one of these categories, please contact The Department of Racing, Gaming & Liquor to obtain an Occasional or Extended Liquor Licence.

Please indicate which category your social function falls within:

- Event is a small function comprising of 100 attendees or less and alcohol service is no more than 2 hours duration finishing before 10pm.
- Event is a small function comprising of 75 attendees or less and alcohol service is no more than 4 hours duration finishing before 10pm

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 .....am/pm and .....am/pm

6. Number of persons attending .....

7. Organiser/s.....

8. Address .....

9. Contact Number .....



Property, Development and Commercial Services Office

10. Liquor to be served:

Yes     No     No Occasional/Extended Liquor Licence Required

11. BYO Liquor:

Yes     No     No Occasional/Extended Liquor Licence Required

12. Liquor to be sold:

Occasional or Extended Licence Required – please refer to page 4 of this document

13. Admission Charge Applicable:

Occasional or Extended Licence Required - please refer to page 4 of this document

14. Are Crowd Controllers Required: *please refer to guide below*

Yes     No

Number of Attendees	GUIDE TO MINIMUM NUMBER OF CROWD CONTROLLERS REQUIRED
01-75	To be assessed
75 - 150	2
150 - 225	3
225 - 300	4
300 - 375	5
450 +	1 controller per 75 attendees
<i>Please supply details of the company that is providing the Licensed Crowd Controllers. The Crowd Control Officer must contact Murdoch University Security Officer prior to the event to discuss Security arrangements for the event.</i>	Company Name:
	Company Licence:
	Company Phone:



Property, Development and Commercial Services Office

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 .....

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

Authorised by ..... (Signature).....

Title ..... Date .....

This form along with a Function Event Application form must be submitted to Space and Timetabling **at least 7 Days Prior** to the event or function.

Events or functions requiring an Occasional or Extended Liquor Licence must obtain this from The Department of Racing, Gaming & Liquor and then supply a copy of this licence along with a Function Event Application form to Space and Timetabling **at least 7 days prior** to the event or function.

**Space and Timetabling - Office Use Only:**

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

Authorised by ..... (Signature).....



## Property, Development and Commercial Services Office

### GUIDELINES FOR OBTAINING LIQUOR PERMITS

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

1) Where 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 **Racing, Gaming and Liquor Licensing Division**: Hyatt Centre, 87 Adelaide Terrace, Perth – Phone 9425 1888. Information on Liquor Licensing is located at: <http://www.rgl.wa.gov.au/Default.aspx?NodeId=64>

#### WHERE ALCOHOL IS SERVED ONLY

If you wish to book a venue, please complete a Function Event Application form obtainable from the Murdoch website: <https://www.murdoch.edu.au/docs/default-source/life-@-murdoch/perth-campus-facilities-services/function-event-application-form.pdf>

The Function Event Application form must be submitted along with the Murdoch University Liquor Permit form and authorised by Head of the School where the function is to be held. This should be submitted via email where possible, a minimum of 7 days prior to the event or function.

2. A confirmation email will be sent to the event organiser along with a copy of the approved Liquor Permit Form.

3. The approved liquor permit must be on the organiser of the event and be available to show Security if asked.

#### CONDITIONS FOR CONSUMPTION OF LIQUOR ON CAMPUS

1. The Organiser agrees they will adhere to the generally accepted principles for responsible sale, supply and service of alcohol, and will comply with any reasonable directions issued by Murdoch regarding such principles.

2. If the description of the event contained in the Function Event Application refers to the service of alcohol then alcohol may be served, provided that food is also served. Alcohol must only be consumed within the venue.

3. The Organiser bears responsibility for obtaining any necessary liquor licences.

4. University Security must be contacted immediately if police or emergency assistance is required at the event. Report emergencies (South Street campus) by phoning 9360 7333 (this connects to our 2-way radio)

5. Signs indicating that persons under the age of 18 years are not permitted into the area must be provided.

6. Alcohol must not be taken into or out from the licenced area.

7. Proper control must be exercised to ensure that the law is not breached.

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 the times indicated on the Function Event Application form.

11. The organiser of the function will be responsible for the event.

12. All functions must be conducted under the terms of conditions listed on the general conditions of Venue hire T&C. These can be found here: <https://www.murdoch.edu.au/docs/default-source/life-@-murdoch/perth-campus-facilities-services/general-conditions-of-hire-of-a-venue.pdf>