

2019 Application for Alcohol on Campus

Must be completed and returned to: CLBusinesssupport@vuw.ac.nz

General Information					
Name of Event:			Venue:		
Type of Event:				Dates of Event:	
Time of Event		Beverage Start Time		Beverage Finish Time	
Department Name:				Cost Centre:	
Organisers Name:			Email:		Contact Number:
Organiser Attending the Event: Yes / No			Mobile Number:		
Staff Name/s and position title/s of people on site during event and responsible for event:					
Food & Beverage Service * Please ensure venue is left clean and tidy			**The Sale and Supply of Alcohol Act 2012 requires food and non-alcoholic drinks to be available while alcohol is being served. (Host responsibility)		
Number of people Attending Function:			What alcohol consumption are you expecting? (IE. 1-2 drinks per person?)		
Is there a Caterer Providing Food & Beverage for Event?	Yes / No		Caterer's Name:	Contact Number:	
Is a caterer holding an on licence serving alcohol at event?	Yes / No		*Are VUW event staff serving alcohol?	Yes / No	
*If caterer is not serving alcohol a sufficient number of VUW staff members must be in attendance at serving site.					
Questions					
Please circle what your mix of people attending event is;					
<p>Under Grad: yes / no Post Grad: yes / no Staff: yes / no Public: yes / no High Profile People: yes / no</p> <p>*All invited people attending event are over 18? yes / no → If no → **VERIFY ALL PEOPLE ARE 18 PLUS</p>					
As part of host responsibility; what food is on offer & what selection of non-alcoholic beverages will be available during event?					
What type of alcoholic drinks are being provided?		Wine:		Beer:	
Were there any issues of concern that may need addressing when this event was held previously?					
Security and Safety					
Will fire egress route be kept clear?					Yes / No
Are people with disabilities attending?					Yes / No
Is disable access available for the selected venue?					Yes / No
Are people assigned to look after people with disabilities in an emergency?					Yes / No
Does the event require security?					Yes / No
Will there be loud noise /music at the event?					Yes / No
List any security access requirements:					
List action taken to minimize noise nuisance:					

School Manager or Manager CSU's to sign off the form supporting the function and take overall accountability:

Print name:

Signature:

Date:

We should receive this form **no less than 7 working days** prior to the time of the event. Applications received at short notice may not be approved. Consider the time to organise the authorisation of your application and time to adjust your needs if necessary approval cannot be given.

****Some events will require a Cater holding an on licence to serve alcohol to meet University host responsibility**