



THE UNIVERSITY OF
MELBOURNE

AUTHORISATION FORM FOR FORMAL EVENTS INVOLVING ALCOHOL EHS Manual

This authorisation is to be used in conjunction with the Environment Health and Safety Manual Section 8.2.5 Alcohol and Drugs in the Workplace.

This authorisation must be completed by the person nominated as the Event Manager two weeks prior to the date of the event. For events held outside on University grounds the form must be signed by Property & Buildings Asset Management (Parkville Campus) or the local Campus Manager (all other University Campuses). For all events involving the serving or selling of alcohol, a copy of the authorisation must be retained on file.

Name of Event: _____ Location: _____
Date of Event: _____ Start Time: _____ Finish Time: _____

1. The Event Manager has read Section 8.2.5 of the Environment Health and Safety Manual, 'Alcohol and Drugs in the Workplace'.
2. If alcohol is being sold directly or indirectly (including via an event cover charge) a liquor licence has been obtained through the Office of the Vice-Principal (Property & Buildings)
3. Requirements of the Liquor Licence will be strictly adhered to:
 - The Licence will be prominently displayed at the venue
 - Required signage will be prominently displayed at the venue:
 - No serving of alcohol to under 18s
 - No serving of alcohol to intoxicated persons
 - Participants will be required to provide proof of age to be served alcohol for all student run events
 - No person under the age of 18 will be served or sold alcohol
4. If the event is to be held outside on University grounds, request approval for use of University grounds (Parkville) through Property & Buildings Asset Management, or the local Campus Manager at all other University Campuses.
5. Alcohol servers have been trained in Responsible Serving of Alcohol
6. Emergency Management issues have been addressed:
 - Fire and evacuation procedures
 - First Aid provisions
 - Emergency contact numbers & phone on hand
7. The Event Manager must be in attendance for the duration of the event and will not consume or be affected by alcohol during the event.
8. The Event Manager must hold a copy of the Authorisation Form for the duration of the event.

To be signed by the Event Manager:

I _____ representing _____

agree to these requirements in relation to serving and selling of alcohol at the designated event.

Contact Number at the Event: _____

Date: _____ Signature: _____

To be authorised by the Head of Department or Manager or appropriate authorised officer for Student Union or Melbourne University Sports

Name: _____ Department: _____

Date: _____ Signature: _____

To be authorised by Property & Buildings Asset Management, Front Desk or Campus Manager
(ONLY FOR EVENTS HELD OUTSIDE ON UNIVERSITY GROUNDS)

Name: _____

Date: _____ Signature: _____