Alcohol served in Union House must comply with liquor legislation and regulations.

**ON-PREMISES LICENCE**
MU Student Union Ltd holds an on-premises licence for Union House.

Only MUSUL is legally permitted to supply liquor for consumption within the designation red line areas of Union House, during trading hours.

**Union House Red Line Areas**
- **Ground Floor:** Student Lounge
- **First Floor:** Guild Theatre Foyer
- **Mezzanine Level:**
  - Grand Buffet Hall
  - Ante Room
  - Raymond Priestly Room
- **Second Floor:**
  - George Paton Gallery
  - Joe Napolitano Rooms


**OFF-SITE CATERING**
The MU Student Union Ltd Licence has approval for off-site catering. It allows MUSUL to supply liquor in the course of catering for social receptions or functions on premises other than Union House Red Line Areas, during trading hours.

**EXTERNAL AREAS**
The MU Student Union Ltd Licence has approval for the supply of liquor on premises other than Union House Red Line Areas, during trading hours.

**Trading Hours**
- **Sunday:** 10am - 11pm
- **Good Friday and ANZAC Day:** 12pm – 11pm
- **On any other day:** 7am – 1am

How to use MUSUL Liquor Licence
Please allow a minimum of 5 working days to use the MUSUL liquor licence.

All alcohol supplied using the MUSUL liquor licence must be purchased by MUSUL Services.

To apply to use MUSUL liquor licence, complete the Alcohol Order Form and MUSUL Event Management Guide Health and Safety Information sheet. Email the forms to musulevents@union.unimelb.edu.au

NB: UMSU UHT affiliated clubs may complete UHT – MUSUL Liquor Licence Application instead.

NB: UMSU affiliated clubs and societies should also complete any UMSU Clubs & Societies documents.

Only authorised persons can approve the purchase of alcohol. See MUSUL Delegation of Authority.

Read and comply with MUSUL Management of Alcohol at Events Procedure.

Events held on University of Melbourne grounds should also complete UniMelb Grounds forms [http://services.unimelb.edu.au/venuehire/general/external_spaces](http://services.unimelb.edu.au/venuehire/general/external_spaces)

Read and comply with VCGLR Standard Licence Obligations.


Only RSA trained people may serve alcohol. RSA certificates and the bar roster must be provided prior to the event and held behind the bar during service. Email to musulevents@union.unimelb.edu.au

<table>
<thead>
<tr>
<th>Number attending event</th>
<th>Recommended RSA Trained Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 100</td>
<td>2</td>
</tr>
<tr>
<td>100 – 200</td>
<td>2 – 3</td>
</tr>
<tr>
<td>More than 200</td>
<td>3 or more, as required</td>
</tr>
</tbody>
</table>

**ALTERNATIVE TO MUSUL LIQUOR LICENCE**
To serve alcohol in Union House in areas other than Red Line Areas you may apply for your own liquor licence.

Temporary limited liquor licence can be applied for from the Victorian Commission for Gambling and Liquor Regulations. At least 8 weeks prior to the event should be allowed for the application process.