

ALCOHOL MANAGEMENT AT CLUB EVENTS

Approval Application Process, Checklist and Declaration for UMSU-Affiliated Clubs & Societies and Student Theatre Groups

UMSU is committed to promoting safe and responsible use and service of alcohol. Clubs and STGs that want to buy alcohol for service at their events* must adhere to the following compliance guidelines and approval process. This document is made in compliance with the UMSU Constitution and relevant UMSU policy, and the Clubs & Societies Regulations.

*For the purposes of this document, “events” includes on-campus events and off-campus student camps.

IMPORTANT: The sale of alcohol without a liquor licence, including indirect sale, is an offence under the Liquor Control Reform Act 1998 and will attract a heavy penalty and possible imprisonment.

Clubs and STGs that want to sell alcohol at an event, or supply, serve or sell alcohol during student camps must apply directly to the VGCCC and be granted a Temporary Liquor Licence, or other licence as deemed appropriate by the VGCCC.

Conditions of alcohol service:

- ❖ Clubs and STGs may not purchase or consume alcohol at their events that is in addition to alcohol orders approved by the relevant UMSU staff contact.
- ❖ Events are subject to spot audits for compliance with event planning as approved.
- ❖ This form will be forwarded to University of Melbourne Security and/or Venue Management, as required.
- ❖ All students attending the event are expected to abide at all times by relevant University of Melbourne policies, rules and procedures, and in particular meet the standards of behavior outlined in the University's [Student Conduct](#) and [Alcohol](#) policies.
- ❖ A breach of compliance with UMSU alcohol approval and risk management processes will be referred to the C&S Committee for recommended disciplinary action, which may include disaffiliation or suspension of grants (*C&S Regulations: 6.3.a (7.3.d.ii.)*).
- ❖ Submission and approval is not required for events held at managed licensed premises.

APPLICATION PROCEDURE

Student Theatre Groups submit to uhtproduction@union.unimelb.edu.au

C&S-affiliated clubs submit to clubs@union.unimelb.edu.au

At least 2 weeks in advance of self-managed events involving alcohol, affiliated clubs must submit the following documents to apply for approval to purchase and serve alcohol.

- ***Alcohol Management at Events - Checklist and Declaration (this form)***
- ***Standard Drinks Calculator (Events) or Standard Drinks Calculator (Camps)***
- ***RSA certificates*** for all designated event managers and servers

Once approval is granted the club may proceed with purchasing the alcohol from the supplier of their choice.

APPLICANT DETAILS

(Tick one): UMSU-affiliated club: ☐ OR UMSU-affiliated STG: ☐

Name of club/group (no abbreviations):

Name of designated event manager:

Designated event manager contact phone:

Designated event manager contact email:

EVENT DETAILS

Date of event:

Time start: am/pm Time finish: am/pm

Venue:

Projected number of attendees:

General description of event (including any elements that may cause increased risk, e.g. jumping castle):

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RESPONSIBLE SERVING OF ALCOHOL (RSA)

NOTE: Only RSA certified people may serve alcohol at your event.

- At least 2 RSA certified club members are required to oversee alcohol management and serve alcohol.
- For UMSU-affiliated clubs at least one must be an Executive member.
- For events with over 200 participants/attendees, at least 3 RSA certified members are required.
- For expedited processing, attach copies of all RSA Certificates.

	Name & Position (if applicable)	RSA Certificate
RSA 1		Attached
RSA 2		Attached
RSA 3 (if applicable)		Attached

CHECKLIST

This checklist is made in compliance with the UMSU Constitution and relevant UMSU policy and the Clubs & Societies Regulations. Please read and initial the following compliance requirements to demonstrate your agreement. If you have any questions or concerns, please contact the relevant UMSU event support staff:

	COMPLIANCE REQUIREMENT	SIGNED
1	The designated event supervisor will be present for the duration of the event and remain onsite at the event until all participants have departed and the venue is secure.	
2	The designated event supervisor and persons at this event: • serving alcohol • monitoring alcohol consumption and supply of alcohol • handling the set up/pack up and transport of equipment will NOT themselves consume alcohol during or immediately prior to the event.	
3	The event manager will keep hardcopies of this CHECKLIST and the VENUE BOOKING CONFIRMATION on hand during the event and present these on request to UMSU, University or Security staff.	
4	Event staff will encourage and model an appropriate standard of behavior for the safety and enjoyment of all event participants and other members of the University.	
5	The event manager will brief event staff on safe and appropriate means of managing difficult situations and unsafe behavior resulting from alcohol consumption at the event.	
6	A charged mobile phone and relevant security, first aid and emergency contact numbers will be available at the event.	
7	The consumption of alcohol is an adjunct to, and not the focus of the event.	
8	Alcohol will NOT be sold at this event*.	
9	Paid membership is NOT a condition of attendance at this event.	
10	Only alcohol that has been approved by UMSU will be supplied at this event. No additional alcohol will be permitted.	
11	Alcohol will not be purchased for or consumed at this event that is in addition to alcohol approved by UMSU.	
12	Alcohol will not be served prior to the advertised event start time and service of alcohol will finish at least 15 minutes prior to the advertised event end time.	
13	Alcohol will only be consumed in the designated area for the event and not taken away from this area.	
14	Alcohol will not be served, either directly or indirectly, to a person under the age of 18.	
15	Alcohol will not be served to an intoxicated person.	
16	In the event that kegs are used, the people operating the kegs have undertaken training in safe handling of the kegging equipment and comply with Standard Operating Procedures for the operation of associated gas canisters .	
17	Water and/or other non- alcoholic drinks will be freely available and displayed as prominently as alcoholic drinks.	
18	Food that does not encourage excessive consumption of alcohol (i.e. food other than salty snacks) will be provided at the event.	
19	The event will not include any activity that encourages the excessive or inappropriate consumption of alcohol (e.g. drinking games, pub crawls, etc.).	
20	Event Advertising will not emphasise the availability or consumption of alcohol.	

* Only clubs/STGs that have applied directly to the VGCCC and been granted a temporary liquor licence may sell alcohol at their events. If this applies to your club/STG please discuss directly with the relevant staff contact.



DECLARATION

As the designated event manager, I agree on behalf of my club/STG that all the above compliance requirements will be adhered to throughout our event and understand that there may be consequences and penalties if this does not occur.

Signed.....

Date.....

REVIEW AND AUTHORISATION

(To be completed by UMSU staff member.)

I have reviewed and approved service of alcohol at this event in accordance with this Checklist and Declaration and the Standard Drinks Calculator provided.

Signed.....

Date.....