UNSW Outdoor Event Application Form

Never Stand Still Facilities Management

Function Organisers


Applications are to be lodged at least 14 days prior to the Function date. All completed and confirmed applications are to be submitted to FM Assist, Facilities Management at the following email address: outdoorbooking@unsw.edu.au

Name of Club / Society / Faculty / School / Department (Circle one):

Day: Date: Start Time: End Time: Expected Number of Attendees (If known):

BARBEQUE

(Tick one) Please attach signed BBQ Risk Assessment – Note: Food Safety Guidelines [http://www.arc.unsw.edu.au/clubresources](http://www.arc.unsw.edu.au/clubresources)

<table>
<thead>
<tr>
<th>Number</th>
<th>Location</th>
<th>Time</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Michael Birt Lawn D25 [ ]</td>
<td>700 Chancellor’s Garden (Fountain OMB) J15 [ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200</td>
<td>Library Lawn Gravel Area E21 [ ]</td>
<td>800 Physics Lawn L13 [ ]</td>
<td></td>
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</tr>
<tr>
<td>300</td>
<td>Morven Brown Lawn C20 [ ]</td>
<td>900 Physics Courtyard – Graham Russell K15 [ ]</td>
<td></td>
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</tr>
<tr>
<td>400</td>
<td>Commerce Courtyard E20 [ ]</td>
<td>1000 Science Theatre Lawn G13 [ ]</td>
<td></td>
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</tr>
<tr>
<td>500</td>
<td>Ball Sculpture Lawn H17 [ ]</td>
<td>1100 College Rd Lawn D12 [ ]</td>
<td></td>
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</tr>
<tr>
<td>600</td>
<td>Goldstein Courtyard B16 [ ]</td>
<td>1200 Sam Cracknell Barbecue H8 [ ]</td>
<td></td>
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</tr>
</tbody>
</table>

Are you serving alcohol – Yes / No If Yes, specify name of RSA holder

Alcohol may not be sold without an appropriate liquor license. The liquor license is available from the Licensing court of NSW, 323 Castlereagh Street, Sydney. To serve alcohol at an event a Responsible Service of alcohol (RSA) certificate is required.

INFORMATION TABLE

(Requirements on page 2)

<table>
<thead>
<tr>
<th>Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>Library Walkway Table Bake sale (Yes / No) – If YES see Food Safety Guidelines – <a href="http://www.arc.unsw.edu.au/clubresources">http://www.arc.unsw.edu.au/clubresources</a></td>
</tr>
<tr>
<td>610</td>
<td>Quadrangle Colonnade Information Table No food or drink can be served or sold in this location</td>
</tr>
</tbody>
</table>

SPECIAL FUNCTION

Submit application at least 30 days prior to function date (Requirements on page 2)

Name of Function (attach completed time line and Risk Assessment to this application):

AUTHORISATION

I hereby declare that I am the person responsible for the function and agree to comply with the Guidelines for use of UNSW outdoor venues: [http://www.facilities.unsw.edu.au/outdoor-event-booking](http://www.facilities.unsw.edu.au/outdoor-event-booking)

Organiser’s Name: ___________________________ Student Number: ___________________________

Telephone/Mobile: ___________________________ Email: ___________________________ Date: ___________________________

I confirm the Name of the Group above is affiliated with either –

Arc / Sport & Recreation (Circle One) OR Faculty / School / Department (Circle One)

Name: ___________________________ Signature: (Authorised) ___________________________

Signature: (Financial Delegate) ___________________________

Complete financial account details below –

Fund: Organisation: Program: Project: ___________________________

FM Assist office use only

Date Received: / / Security Schedule: Approved By: ___________________________
UNSW campus is a **Commercial Free Zone** and function organisers are not authorised to make bookings on behalf of a commercial operator.

**ANY UNAPPROVED FUNCTION ON CAMPUS WILL BE CANCELLED AND THE PARTICIPANTS ASKED TO LEAVE.**

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### BARBECUES

Application to be submitted a minimum of **14 DAYS PRIOR TO THE EVENT DATE**

During Session barbecues may be held between 11:00am and 3:00pm (provided there is no disturbance to nearby classes)

4. All applications are to be authorised by: Arc@UNSW, Sport & Recreation or the Faculty (whichever is applicable) before submitting to FM Assist
5. Completed applications are then scanned and emailed to outdoorbooking@unsw.edu.au
6. Approval takes 5 working days
7. Booking confirmation is emailed to the email address specified on the form

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### INFORMATION TABLE

Application to be submitted a minimum of **14 DAYS PRIOR TO THE BOOKING DATE**

4 table spaces are available at each of the two following locations: Library forecourt and Quadrangle Colonnade (**No Food Sales are allowed at Quad**). Arc-affiliated clubs can hire tables from Arc.

2. All applications are to be authorised by: Arc@UNSW, Sport & Recreation or the Faculty (whichever is applicable) before submitting to FM Assist
3. Completed applications are scanned and emailed to outdoorbooking@unsw.edu.au
4. Approval takes 5 working days
5. Booking confirmation is emailed to the email address specified on the form.

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### SPECIAL FUNCTIONS

eg. O’Week, Foundation Day, Festivals, Bands, Faculty Functions, Charity Drives, Displays and Promotional Events etc.

Applications and completed documentation to be submitted **30 DAYS PRIOR TO EVENT**. You must contact FM Assist prior to publishing an event for advice and tentative approval.

Documentation required:

2. A timeline of all activities
3. A completed Risk Assessment covering all activities - For advice and assistance contact FM Health and Safety Coordinator on 9385 0554 or email simone.fraser@unsw.edu.au. The risk assessment must be signed by the person responsible for the event
4. Risk Assessment and Control Form – OHS017 –Risk Assessment and Control Procedure – OHS698 If alcohol is being sold at the function a liquor license must be obtained.
5. A list of organisers’ phone numbers and email addresses.
6. If marquees or stalls are required a mud map of the layout and bumpin/ bumpout times.