UNSW Outdoor Event
Application Form

Never Stand Still
Facilities Management

**Function Organisers**


Applications are to be lodged at least 7 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

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

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

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**BARBECUE**

(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>Area</th>
<th>[ ]</th>
<th>Area</th>
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</tr>
</thead>
<tbody>
<tr>
<td>100 Michael Birt Lawn D25</td>
<td>[ ]</td>
<td>700 Chancellor’s Garden (Fountain OMB) J15</td>
<td>[ ]</td>
</tr>
<tr>
<td>200 Library Lawn Gravel Area E21</td>
<td>[ ]</td>
<td>800 Physics Lawn L13</td>
<td>[ ]</td>
</tr>
<tr>
<td>300 Morven Brown Lawn C20</td>
<td>[ ]</td>
<td>900 Physics Courtyard – Graham Russell K15</td>
<td>[ ]</td>
</tr>
<tr>
<td>400 Commerce Courtyard CLB E20</td>
<td>[ ]</td>
<td>1000 Science Theatre Lawn G13</td>
<td>[ ]</td>
</tr>
<tr>
<td>500 Ball Sculpture Lawn H17</td>
<td>[ ]</td>
<td>1100 ASB Lawn (on College Rd) E13</td>
<td>[ ]</td>
</tr>
<tr>
<td>600 Quad Corner E16 (Raised platform at bottom of Basser steps)</td>
<td>[ ]</td>
<td>1200 Sam Cracknell Barbecue H8</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

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**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

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**INFORMATION TABLE**

(Requirements on page 2)

<table>
<thead>
<tr>
<th>Area</th>
<th>[ ]</th>
<th>Area</th>
<th>[ ]</th>
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</thead>
<tbody>
<tr>
<td>210 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>
<td>[ ]</td>
<td>610 Quadrangle Colonnade Information Table No food or drink can be served or sold in this location</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

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**SPECIAL FUNCTION**

Submit application at least 1 month prior to function date (Requirements on page 2)

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

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**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/forms/fm-assist](http://www.facilities.unsw.edu.au/forms/fm-assist)

Name:                              Position:
Telephone/Mobile:    Email:                                    Date:____________________

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

Arc / Sport & Recreation (Circle One)

Name:                              Signature: (Authorised)

OR  Faculty / School / Department (Circle One)

Name:                              Signature: (Financial Delegate)

Complete financial account details below –

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organisation</th>
<th>Program</th>
<th>Project</th>
</tr>
</thead>
</table>

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FM Assist office use only

Date Received: / /  Security Schedule:                        Approved By:
Function Organisers

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.

BARBECUES Application to be submitted a minimum of 7 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 (which ever is applicable) before submitting to FM Assist
5. Completed applications are then to be scanned and emailed to outdoorbooking@unsw.edu.au
6. Approval takes 3 - 4 working days
7. Booking confirmation is emailed to the email address specified on the form

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. Tables may be manned between 9.00am and 4.00pm. Arc-affiliated clubs can hire tables from Arc.

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

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

Applications and completed documentation to be submitted ONE MONTH 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 Malcolm Gallagher on 9385 8938 m.gallagher@unsw.edu.au from Risk Management Unit. The risk assessment must be signed by the person responsible for the event
   If alcohol is being sold at the function a liquor licence must be obtained.
5. A list of organisers phone numbers and email addresses.
6. If marquis or stalls are required a map of layout and bumpin/ bumpout times.