

Venues

Curtin University – Muresk Institute

Application Form

HIRE AND USE OF UNIVERSITY FACILITIES

PMB 1
NORTHAM WA 6845
Enquires Ph: (08) 96901547
Fax:(08) 9690 1500
E-mail: Conference@curtin.edu.au
ABN: 99 143 842 569

1. Applications for the hire and use of University Facilities shall be made on this form.
2. Charges relating to such hire will be in accordance with the current schedule of 'Muresk Venue Hire Charges'. A copy of this schedule is available on request.
3. A 10% non-refundable deposit is payable on confirmation of the venue booking application.
4. General Conditions of Use/Hire of University Facilities must be adhered to. A copy of these conditions can be found at <http://muresk.curtin.edu.au> or a copy can be requested from the Conference Office.
5. **Liquor Licence:** Curtin University Land and Traffic By-Laws Part 1-General Provisions 11. No person shall bring or keep or cause to be brought or kept or consume intoxicating liquor on any part of the University lands, unless the person holds a licence under the Liquor Licensing Act 1988 or the person is otherwise permitted so to do under that Act or the premises are licensed premises for the purposes of that Act, or the person holds a permit so to do. Evidence of a permit must be produced before the venue hire is confirmed.
6. **Public Liability Insurance:** All external persons, organisations or groups hiring University facilities must produce a Certificate of Currency for a current Public Liability Insurance Policy. The policy should provide cover for an insured amount of not less than \$10 million. This evidence must be produced before the venue hire is confirmed.
7. The University reserves the right to refuse any bookings, including confirmed bookings .
8. A copy of the approved application must be produced on demand.

SECTION A (To be completed by all applicants)

DATE OF EVENT					
NAME OF USER/S (Full name of Organisation/Group/School/Department)					
ADDRESS OF USER					
TITLE AND NATURE OF FUNCTION / EVENT					
TEL:	FAX:	MOBILE:	EMAIL:		
ARE ADMISSION OR REGISTRATION FEES BEING CHARGED?			YES	NO	
EXPECTED NUMBER OF ATTENDEES	See Conditions of Hire – number of attendees				
NAMES OF VIP'S ATTENDING					
UNIVERSITY FACILITY REQUESTED	NO. OF PEOPLE	Time		DATE/S	DAY/S
		FROM	TO		

Additional Requirements – please tick appropriate box		YES	NO
CATERING REQUIRED?		YES	NO
LECTURE THEATRE SUPPORT/EQUIPMENT REQUIRED?		YES	NO
PARKING REQUIRED?		YES	NO
SIGNAGE REQUIRED?		YES	NO
ADDITIONAL SECURITY REQUIRED?		YES	NO
I/We hereby understand and undertake:			
<ol style="list-style-type: none"> to accept responsibility for any incidents or litigation arising from the function or gathering. to pay for any damage or costs reasonably incurred in cleaning and restoring the venue to its original condition. to comply and abide by the provisions and by-laws of Curtin University of Technology.* <p>* (refer to Terms and Conditions of Use/Hire of University Facilities - http://muresk.curtin.edu.au)</p>			
Name of Applicant:		Signature:	Date:
Address:		Suburb:	Postcode:
Phone:	Fax:	Email:	
Alternate Contact Person:		Position/Title:	
Address:		Suburb:	Postcode:
Phone:	Fax:	Email:	
WILL ALCOHOL BE CONSUMED?		YES (CONTINUE)	NO (COMPLETED FORM)
BYO - ALCOHOL BROUGHT TO THE EVENT BY THE CONSUMER		YES	NO
<i>If you answer no to this question you may require an occasional liquor licence please complete Section B</i>			

SECTION B

<u>Occasional Liquor Licence</u>			
It is the responsibility of the user to contact the Department of Racing, Gaming and Liquor (Contact details, Department of Racing, Gaming & Liquor, 1 st Floor Hyatt Centre, 87 Adelaide Terrace, East Perth WA 6004. Telephone: 08 9425 1888 Facsimile: 08 9325 1041 Website: www.rgl.wa.gov.au) to determine the need for an occasional liquor licence. If a liquor licence is not required according to advice from the Department of Racing, Liquor and Gaming please confirm this below.			
Occasional Liquor Licence not required:		Signature: _____	Date: _____
<u>Occasional Liquor Licence required</u>			
The provider will need to submit a copy of the Occasional Liquor Licence prior to final approval being granted by the Venues Office. Please allow 14-21 days for your application to be processed by the Department of Racing Gaming & Liquor. The Conference Office will provide, for and on behalf of the University, a letter to accompany the application.			
QUANTITY OF LIQUOR SUPPLIED?	BEER QUANTITY _____	WINE: No OF BOTTLES _____	OTHER (i.e. SPIRITS) No OF BOTTLES _____
Occasional Liquor Licence Number. _____ (Attach a copy of the Licence to this application form)			
HAVE THE POLICE AT LOCAL POLICE STATION BEEN NOTIFIED?		YES	NO
NAME OF OFFICER AT LOCAL POLICE STATION:			
I/We hereby undertake:			
<ol style="list-style-type: none"> to serve liquor responsibly in accordance with the guidelines published by the Office of Racing, Gaming and Liquor. To that end will ensure that anyone serving liquor to attendees of the function will be trained in responsible serving practices. to ensure the Responsible Promotion of Liquor Policy of the Office of Racing Gaming and Liquor in regard to promotions of the function and liquor at the function. 			
Name of Applicant: (Name of Occasional Liquor Licence Holder)		Signature:	Date:

