Alcohol Management Flowchart Will there be alcohol at your event? Link back to events page No further action. Yes No on web site Process ends. Complete Event Risk Analysis & Checklist Will you be selling alcohol at the event? Yes No How will the alcohol be supplied? Organised Drinks Off Campus (Office drinks on Included in Included in ticket Provided free BYO membership price Campus; Uni Event organised field trip) Event organised through No Is your event inside Is your event inside University work unit or a licensed venue? a licensed venue? approved AUU or AUS club or association and office bearers have signed code of conduct **Event Organiser not** permitted to use Yes No No Yes University assets, grounds or systems for event promotion or sales, or Is your event inside Process concludes. Process concludes. University name or the marked red area Event over 30 Event less than 30 Your licensing Your licensing logo. on the University requirements are people people requirements are map? covered by the covered by the licensed venue licensed venue Yes No Yes No Event triggers item **Event complies** under Section 2.3.c with Policy of Policy No Yes Yes **Approvers Event Organiser** Complete the Complete the "Application to serve Head of work unit Approval "Application to alcohol in licensed area" form may use University AND 3. Venue sought serve alcohol in systems and assets owner licensed area" form Refer to Alcohol Compliance Officer for ticket sales and promotion to club members and may use UoA name and No license required. **Approvers Approvers** logo. Application Application Event can continue with 1. University Club 1. Alcohol **Approval Process Approval Process** appropriate approvals. AND 2. Venue **Compliance Officer** Yes No Yes **University Club** University Club used Applicant advised of Used for service of for service of Non-approval alcohol alcohol Yes No Yes No Applicant advised of Applicant advised of provisional approval based approval. Invoices for on securing a license security, cleaning, etc as required Event organiser makes application to Liquor & Gaming Commission for 'one-off' special circumstances license Approved Not Approved University notified and provided with University notified Alcohol Management and Use Policy copy of license V2.0 19 Feb 2014