

## ALCOHOL CONSUMPTION ON DEPARTMENT PREMISES APPLICATION FORM FOR SCHOOLS

Application to serve alcohol at a function to be held at .....	
(school)	
Date of function	Location of function
Purpose of function	
<input type="checkbox"/> <i>I confirm that the function:</i> <ul style="list-style-type: none"> <li>• <i>is not directed primarily at children, and</i></li> <li>• <i>is in compliance with the Alcohol Consumption on Department Premises policy.</i></li> </ul>	
..... / /	
Action Officer signature	
Action Officer name	Phone
School representative body must approve <b>all</b> functions	
APPROVED/NOT APPROVED	
..... / /	
SCHOOL REPRESENTATIVE BODY CHAIR	
Approval for a function to be held <b>outside</b> of school hours	
APPROVED/NOT APPROVED	
..... / /	
PRINCIPAL	
Approval for a function to be held <b>during</b> school hours	
APPROVED/NOT APPROVED	
..... / /	
REGIONAL DIRECTOR	
APPROVED/NOT APPROVED	
..... / /	
EXECUTIVE DIRECTOR	
APPROVED/NOT APPROVED	
..... / /	
DEPUTY CHIEF EXECUTIVE, SCHOOL EDUCATION	

APPROVED/NOT APPROVED	
..... / /	
CHIEF EXECUTIVE	
<b>Further steps upon approval:</b>	
If alcohol is to be sold	The Principal must apply for a Special Liquor Licence from the Licensing Commission, at least 7 days prior to the event.
If on school grounds	All legal requirements relating to the sale or supply of alcohol at school functions must be met.
	Parent's must be notified that alcohol will be served at the school functions.
If departmental funds will be used to purchase alcohol	Approval must be sought as outlined in the department's Official Hospitality, Entertainment and Work Refreshments Policy.