

# Registration of Social Function



Name of class/club/group: \_\_\_\_\_

Date of function: \_\_\_\_\_

Start and finish times: \_\_\_\_\_

Venue: \_\_\_\_\_

Venue point of contact (name/mobile): \_\_\_\_\_

Organiser's name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Organiser's mobile: \_\_\_\_\_

Organising Committee at event (names/mobile): \_\_\_\_\_

(Clear expectation of being sober and responsible for the supervision and delivery of the event)

Number attending function: \_\_\_\_\_

Ticketing method: \_\_\_\_\_

Purpose of function: \_\_\_\_\_

Required entry identification: passport / drivers licence / 18 plus card (circle required ID)

Entertainment: \_\_\_\_\_

Alcohol (what type is provided / how much / method of sale): \_\_\_\_\_

Liquor licence: Yes / No

Type: \_\_\_\_\_

(If the event is selling or supplying alcohol a liquor licence is likely required – this can be either provided by the venue, if the venue has its own liquor licence, or will likely require you applying for a Special Liquor Licence through the Dunedin City Council – NB: 20 working days is required for application to be considered by the DCC). See the Proctor's Office website for further information and examples. Information on Special Liquor Licence application can be found on the DCC website.

**Food** (what/when/how much): \_\_\_\_\_

**Non-alcoholic drinks** (what/how provided): \_\_\_\_\_

**First aid** (who is responsible / equipment present / qualification): \_\_\_\_\_

**Cleaning of venue post event** (by whom / what arrangements made): \_\_\_\_\_

**Damage to venue** (how rectified/by whom/how funded): \_\_\_\_\_

**Safety vehicle:** (what vehicle / driven by whom / second person required for safety / full drivers licence / vehicle current WOF & reg): \_\_\_\_\_

**Security** (company involved / how many staff / hours staff working): \_\_\_\_\_

**Contact details:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Emergency response** (who has responsibility for evacuation of venue / who is trained): \_\_\_\_\_

As the organiser of this function, I declare that I am familiar with the University Council's Regulations governing alcohol at student functions, and accept responsibility for the behaviour of persons attending the function and for ensuring that the regulations are observed at all times.

I also declare that I am familiar with the Student Code of Conduct, Section 2, relating to organising any initiation event or ceremony that jeopardises your fellow students' well-being, personal safety, or encourages breaking the law. In particular, organising initiations requiring the consumption of alcohol.

\_\_\_\_\_  
(Signature of organiser)

\_\_\_\_\_  
(Date)

I, \_\_\_\_\_ AVC/Dean/HOD/Residential College Master of

\_\_\_\_\_  
(Dept, Club or Group)

grant permission for the above function to be held.

\_\_\_\_\_  
(Signature)